

## OUTREACH TRANSLATION GRANT FOR UNIT, COUNCIL AND DISTRICT PTAs

The California State PTA will offer Outreach Translation Grants to unit, council and district PTAs in good standing.

### AVAILABILITY

Grant funds are available for use by unit, council or district PTAs in good standing to translate written and verbal PTA materials in an effort to involve every member of the school community. Grant funds must be expended by the following June 1. A report detailing the project's goals and objectives, an evaluation of the outcomes, and a budget of actual expenditures must be submitted to the California State PTA Scholarship and Grant Committee no later than June 30. Any funds not used for the purpose stated on the original grant application must accompany the report to the California State PTA Scholarship and Grant Committee.

Copies of all translated materials funded by a Grant for Outreach Translation must accompany the report to the California State PTA Scholarship and Grant Committee. The California State PTA may use translated materials when appropriate.

### APPLICATION AND DEADLINE

An application may be obtained from the California State PTA office, on the website at [www.capta.org](http://www.capta.org), or by requesting Form 210 from Fax-on-Demand at 877.406.3680.

Applications must include a copy of the most recent PTA fiscal year-end audit and a copy of the current fiscal year budget. Application **MUST** be signed by the unit, council or district PTA president. In addition to application and financial information, three supplemental sheets that provide a further understanding of the program's goals and anticipated outcomes may be included.

Applications must be received in the California State PTA office by close of business November 15. When November 15 falls on a weekend, applications are due in the State PTA office by close of business the following Monday. Postmarks will not be accepted. **Applications will not be considered if received after deadline date. Applications must be mailed; facsimiles will not be accepted.**

### SELECTION

Unit, council or district PTA grant recipients are selected by representatives of the California State PTA Scholarship and Grant Committee. All applicants will be notified of their standing by letter in January. A check for the grant is sent to each unit, council or district PTA recipient following the January California State PTA Board of Managers meeting.

## OUTREACH TRANSLATION GRANT APPLICATION FOR UNIT, COUNCIL AND DISTRICT PTAs

*Report and evaluation must be submitted by June 30.*

Grants are available for use by unit, council and district PTAs in good standing to translate written and verbal PTA materials into other languages. Application MUST be signed by unit, council or district PTA president. This completed form must accompany all required documentation.

### DEADLINE FOR RETURN — NOVEMBER 15 APPLICATION WILL NOT BE CONSIDERED IF RECEIVED AFTER DEADLINE

Please type or print *legibly*

PTA Name \_\_\_\_\_  
Unit, Council or District PTA

PTA Council \_\_\_\_\_

District PTA \_\_\_\_\_ California State PTA ID# \_\_\_\_\_

Contact Person \_\_\_\_\_  
First Name Last Name PTA Position

\_\_\_\_\_ Street Address

\_\_\_\_\_ City, State Zip Code

Telephone Number (\_\_\_\_) \_\_\_\_\_ Grant Amount Requested \$ \_\_\_\_\_

**PROVIDE THE FOLLOWING:**

- Most recent PTA fiscal year-end audit
- Current fiscal year PTA budget
- Completed application form and required documentation, including:
  1. Description of project and its purpose. Include goals, number of students served, and expected outcomes.
  2. Description of activities planned to implement project and goals.
  3. Timeline for this project (one-year plans).
  4. Proposed project budget.
  5. Description of other funding you've applied for or received for this project.
  6. Explanation of how you plan to implement this project, if you receive less than the amount you've requested.
  7. Description of how you will determine whether you have accomplished your objectives and reached your goals. How will the project be evaluated?
  8. Have you previously received grant funds from the California State PTA?
    - Yes Grant \_\_\_\_\_ Year Received \_\_\_\_\_
    - No

\*SIGNATURE of contact person \_\_\_\_\_

\*Date on which this project was approved by PTA membership \_\_\_\_\_

\*SIGNATURE of PTA president \_\_\_\_\_

PTA president  Unit  Council  District PTA

Date \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

\*REQUIRED

Grant funds must be expended by June 1. A report detailing the project's goals and objectives, an evaluation of the outcomes, and a budget of actual expenditures must be submitted to the California State PTA Scholarship and Grant Committee no later than June 30. Any funds not used for the purpose stated on the original grant application must accompany the report to the California State PTA Scholarship and Grant Committee. Copies of all translated materials funded by a Grant for Outreach Translation must accompany the report to the California State PTA Scholarship and Grant Committee.

PLEASE RETURN APPLICATION PACKET IN THE FOLLOWING ORDER, ATTACHING A PAPER CLIP TO THE UPPER LEFT HAND CORNER (DO NOT STAPLE):

1. Completed application form (two pages)
2. Response to information items 1 – 7, up to three (3) pages
3. Copy of current PTA budget
4. Copy of most recent fiscal year-end PTA audit

TO:

California State PTA  
930 Georgia Street  
Los Angeles, CA 90015-1322

**FACSIMILES WILL NOT BE ACCEPTED**

**FOR OFFICE USE ONLY**

Unit in good standing     2 Fiscal year-end PTA audit     Current PTA budget