

Grant Application Guidelines

General Information

Debbie Bostian, past president of both the Maryland State PTA and the PTA Council of Frederick County, is well respected for her years of service and dedication to children and for her efforts to improve family engagement in public education. To honor her, the PTA Council of Frederick County has established **The Debbie Bostian Family and Community Involvement Grant Fund** with The Community Foundation of Frederick County. Grants of up to \$500 will be awarded to local PTA units in Frederick County, which meet the application requirements and have met the standards of affiliation, in order to promote family and community engagement in public education.

The Community Foundation of Frederick County administers grants to organizations providing direct benefits to the people of Frederick County, Maryland. All Frederick County PTA units meeting the eligibility requirements in this application are encouraged to apply. An eligible organization must complete one application to be considered for the funds offered.

Eligibility Criteria

To be eligible for consideration for a grant from the Debbie Bostian Family and Community Involvement Grant Fund, the applicants must be a Frederick County PTA unit that meets the standards of affiliation. A unit meeting the standards of affiliation must:

- adhere to the purposes and basic policies of the PTA;
- remit the National, State, and Council dues by the date specified by Maryland PTA;
- have bylaws approved every three years (3) according to the procedures of Maryland PTA;
- have a minimum of twenty-five members;
- submit the name and address of the local officers to Maryland PTA by the date designated;
- have the approved Maryland PTA bonding and liability insurance;
- send copy of audit to Maryland PTA;
- have an Employer Identification Number (EIN);
- maintain its status as a corporation;
- file the appropriate tax forms with the IRS and send copies to Maryland PTA;
- file the appropriate tax forms with the State of Maryland and send copies to Maryland PTA; and
- have registered under the Charitable Solicitations Act in Maryland.

Objectives of the Grant

- To encourage communication between the home and school that is regular, two-way and meaningful.
- To recognize families as their children's first teachers and that they are the key to their success in school and beyond.
- To enhance student achievement by including the family in the student learning process.
- To increase volunteerism by the family and the community in public schools.
- To include the family in decision making and advocacy in education.

Timeline

- The Community Foundation must receive one (1) originally-signed hard-copy (not e-mailed or on disc) of the completed grant application package with all required attachments by **Monday, October 3, 2011, 5:00 p.m.** to be considered (**not post-marked**). **Absolutely no exceptions!**
- Each applicant will be notified by the PTA Council of Frederick County of the decision regarding its grant application by December 1, 2011.

How to Apply

Each applicant must submit all of the following (in this order) as part of the application to be considered for any grant assistance: (**no staples, please**)

- A. Completed Debbie Bostian Family and Community Involvement Grant Application, signed by local unit PTA president.
- B. On a separate sheet of paper (no more than one 8 1/2" x 11" page, front and back is okay, typed, and double spaced) please provide a description of the program proposed and **how** the program will increase parent or community involvement. **The description should be no more than one page, double spaced (front and back is okay).** Include the following information in the one-page description:
 - Program or project name
 - Objective and goals of program or project
 - Timeline for the project
 - A complete budget for the program, including in-kind services (if applicable)
- C. A copy of the front page of the unit's bylaws, noting the date approved by MD PTA and the information required to verify that the PTA is a unit that meets the standards of affiliation.

Additional Information

The PTA Council of Frederick County, Inc.'s Debbie Bostian Family and Community Involvement Grant committee makes its grant decision based upon the criteria established. All decisions are final.

The maximum amount of the grant will be \$500.00. The number of grants awarded will be determined annually by the PTA Council of Frederick County Board of Directors.

All winners will be recognized by the PTA Council at the annual awards ceremony. Award winners consent to public recognition of their award by the PTA Council of Frederick County, Inc. or The Community Foundation of Frederick County.

All grant money must be disbursed by June 30, 2012. Monies not expended by this date will be forfeited.

The Community Foundation of Frederick County cannot answer questions about the Debbie Bostian Family and Community Grant. Units may not request a PTA Council member to come to their PTA to present information about the grant. All questions should be directed to the PTA Council of Frederick County's 2nd Vice President and chair of the Debbie Bostian Family and Community Involvement Grant Committee, MC Keegan-Ayer, ***mcnbrent@earthlink.net*** or **301-473-7868**.

Disbursement of Grant Funds

The Community Foundation will reimburse the PTA Unit for funds expended or can pay the vendor directly for items purchased. Invoices from the vendor are required for payment. The Community Foundation can not reimburse individuals.

Grant monies are to be used for the purposes stated in the grant application only. Other expenditures not included in the grant application will not be reimbursed.

APPLICATION FOR THE DEBBIE BOSTIAN FAMILY AND COMMUNITY INVOLVEMENT GRANT

Name of Local Unit _____

School _____

President's Name _____

President's Address _____

Phone: Day _____ Evening _____

E-mail _____

Family Involvement Chair _____

Address _____

Phone: Day _____ Evening _____

Email _____

Total amount (\$) of grant requested _____

I confirm that the information included in the Debbie Bostian Family and Community Grant application and required additional material is correct and is approved by the Board of Directors of _____ PTA/PTSA.
(name of PTA/PTSA)

SIGNATURE OF PRESIDENT: _____

CHECKLIST OF REQUIRED INFORMATION

- _____ Complete the Debbie Bostian Family and Community Involvement Grant Application.
- _____ Make sure that the PTA President has signed the application form.
- _____ On a separate sheet of paper (no more than one 8 1/2" x 11" page, front and back is okay, typed, and double spaced) please provide a description of the program proposed and how the program will increase parent or community involvement. **The description should be no more than one page, double spaced (front and back is okay).**
- _____ Include the following information in the one-page description:
 - Program or project name
 - Objective and goals of program or project
 - Timeline for the project
 - A complete budget for the program, including in-kind services (if applicable)
- _____ Include a copy of the front page of the unit's bylaws, noting the date approved by MD PTA and the information required to verify that the PTA is a unit that meets the standards of affiliation.
- _____ **Application is received by the Community Foundation of Frederick County by 5:00 p.m. on October 3, 2011.**