

Grant Application Tips

Cultural Arts, Outreach Translation, Parent Education, and Health Lifestyles

California State PTA Grants are available for use by unit, council and district PTA's in "Good Standing" to develop and implement programs and projects.

Question 1- Description of project and its purpose. Include goal, number of students served and expected outcomes.

- Give a complete description and overview
- List all intended gains and purposes (i.e. the purpose is to educate parents about the dangers of teen drivers)
- Give a good outline of how this project serves your students.
- List the total number of students in your school, the number of students participating and the ages or grades of those participating.

Question 2-Description of activities planned to implement project and goals.

- Be specific and give details
- Be sure that activities support the project and goals
- Include how this benefits the school environment

Question 3-Timeline for project.

- Break this down so it is easily retrievable
- The sequence in the program should have good progression
- Detail is important. List a month to month plan for your project, or if it carries over into a multi-year project

Question 4-Proposed project budget.

- A structured format versus essay form makes it easier to comprehend
- Give real costs over estimated costs whenever you can

Question 5- Description of other project funding applied for or received.

- Indicate the resources available for the project
- Outside funding: Do you have any?

Question 6- Explanation of project implementation, if less than the amount requested is awarded.

- Give details on how you would cut costs
- Give actual number amounts
- How do you plan on funding if grant is not received (how committed are you to this project)
- Do you have money already set aside in your budget for this project

Question 7- Description of project evaluation.

- Good feedback will help determine the value of the project for the future
- Be thorough with your evaluation method(s)

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