

## 2009 Mary Lou Anderson Reflections Arts Enhancement Grant Program

### Description of Program

A limited number of matching grants of up to \$1,000 are awarded each year to local PTAs for student-centered programs focused on arts education. Special consideration is given to programs that reach large numbers of students, especially students who are at risk. *At risk* is the term applied to children whose environmental, familial, and/or socioeconomic situation may affect their academic success or ability to learn.

The grant program complements PTA's long-standing commitment to quality arts education in public schools by providing funds to local PTAs to establish or enhance school arts programs in one or more arts areas: visual arts, photography, music (including dance), and literature (including theater). Local PTAs must submit complete applications and provide funds that match the amount they are requesting from the national PTA organization.

### Program Objective

To enhance arts education for students in the classroom or other learning environments through activities; materials; introduction of new technologies, techniques, or methods; visiting artists; or programs.

### Requirements

To be considered for a grant, interested applicants must submit the following:

- \* A completed application form
- \* Responses to the Selection Criteria listed on the application form
- \* A letter of commitment with the local PTA president's original signature stating the amount and source of matching funds from the local PTA

### Restrictions

Grant money will be given to local PTAs for the management and implementation of programs such as visiting artist programs.

Grant money and matching funds *may not* be used for any overhead costs. *Overhead costs* refer to the cost of doing business (rental of space, teacher salaries, utilities, etc.). Funds *may not* be used for capital improvements, construction, or the purchase of permanent equipment. Funds *may* support the purchase of software.

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## **Selection of Award Recipients**

A panel of judges selected by and including one or more members of the PTA National Board of Directors will determine the grant recipients.

## **Timeline for Grant Application and Awards**

Completed applications must be received by the national PTA office on or before ~~May 1, 2009~~, **June 1, 2009, (EXTENDED!)** for consideration. All applicants will be notified of the status of their applications by the end of August 2008.

### **Mail all application materials to:**

PTA National Headquarters  
Mary Lou Anderson Reflections Arts Enhancement Grant Program  
541 N. Fairbanks Court, Suite 1300  
Chicago, IL 60611-3396

**No faxed applications will be accepted.**

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## Grant Application Form Instructions

The application form is designed so that text may be entered electronically or typed in using a typewriter.

To complete the form:

1. On a typewriter
  - a. Print it.
  - b. Fill it out using a typewriter and get the necessary signatures.
  - c. Mail in the completed form along with the responses to the Selection Criteria and the letter of commitment.
2. Electronically (on a computer)
  - a. To see what information needs to be filled in, click the box next to “highlight fields” in the instructions bar in the upper right-hand corner of the screen.
  - b. Click on the highlighted fields to type in the required information. You will be able to enter information only in the highlighted fields.

**Please note:** Unless you have Adobe Acrobat, you will not be able to save the application form with your information filled in. Adobe Reader will not allow you to save your changes. Collect all the information you will need before sitting down to fill out the form, and make sure you will be able to print the form from the computer at which you are working.
  - c. Print out the completed form and get the necessary signatures.
  - d. Mail in the completed form along with the responses to the Selection Criteria and the letter of commitment.

Complete application sets must be received at PTA National Headquarters on or before **May 1, 2009, June 1, 2009, (EXTENDED!)** for consideration.

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# 2009 Mary Lou Anderson Reflections Arts Enhancement Grant Program Application Form

This application form must be typed. The entire form must be completed.

Local PTA/PTSA name \_\_\_\_\_ Local PTA ID number \_\_\_\_\_

Local PTA address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

PTA president \_\_\_\_\_

President's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

President's daytime phone \_\_\_\_\_ E-mail address \_\_\_\_\_

School name \_\_\_\_\_

School address \_\_\_\_\_

School phone \_\_\_\_\_ Total number of students in school \_\_\_\_\_

The school is  Elementary  Middle/Junior  Secondary

Does the school receive Title I funds?  Yes  No Percent of students receiving reduced-cost or free lunches \_\_\_\_\_%

Grant request amount \_\_\_\_\_

Person submitting application \_\_\_\_\_

Address of person submitting application \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Submitter's phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Signature of PTA president \_\_\_\_\_ Date \_\_\_\_\_

Signature of person submitting application \_\_\_\_\_ Date \_\_\_\_\_

Please indicate where you would like correspondence sent (check one):  Local PTA address  Local PTA president  Person submitting application

## Selection Criteria (required)

Type or word process the answers to the Selection Criteria on 8½" x 11" white paper, single-sided, double-spaced, with 1-inch margins. Use a standard 12-point or larger computer font, or equivalent typewriter pitch, in black ink. Responses to all five selection criteria together may be up to four pages total. Present a narrative for all five selection criteria. Responses become part of the complete application set. **Send the one (1) original and two (2) copies of the complete application set—each set paper clipped (no staples or binders)—to PTA National Headquarters on or before ~~May 1, 2009~~, June 1, 2009 (EXTENDED!).**

1. **Program/project:** What program/project would you like to implement with the grant?
2. **Objective:** What is your program/project objective? What steps will you take to implement the program? How will they achieve the objective?
3. **Funding:** What amount of funding are you requesting? What is your source of matching funds? How will these funds be used (budget)?
4. **Timeline:** What is your timeline for implementing your proposed program?
5. **At-risk factor:** Please clarify how the *at-risk* factor applies to your school's student population.

## 2009 Mary Lou Anderson Reflections Arts Enhancement Grant Program Application Checklist

(for applicant's personal use)

Yes	No	
		Local PTA in good standing
		<b>An application set, totaling up to six (6) pages, that includes</b>
		* A <b>one-page</b> letter of commitment of funds from the local PTA president, with the president's original signature
		* A <b>one-page</b> completed application form:
		—Word processed or typed
		—Correct eight-digit local PTA ID number
		—Original signature of PTA president
		—Original signature of applicant
		* A <b>four-page</b> (maximum) response to the Selection Criteria questions:
		—Word processed or typed
		—In black ink and standard 12-point or larger computer font, or equivalent typewriter pitch
		—Double-spaced, single-sided pages
		—On white paper
		—1-inch margin on all sides
		—Responses to questions numbered and in the order the questions appear on the application
		Original application set and two copies (on white paper); each set paper clipped—no staples or binders
		Shipped/mailed in time to ensure delivery to PTA National Headquarters by the <del>May 1, 2009</del> , June 1, 2009, deadline (EXTENDED!)