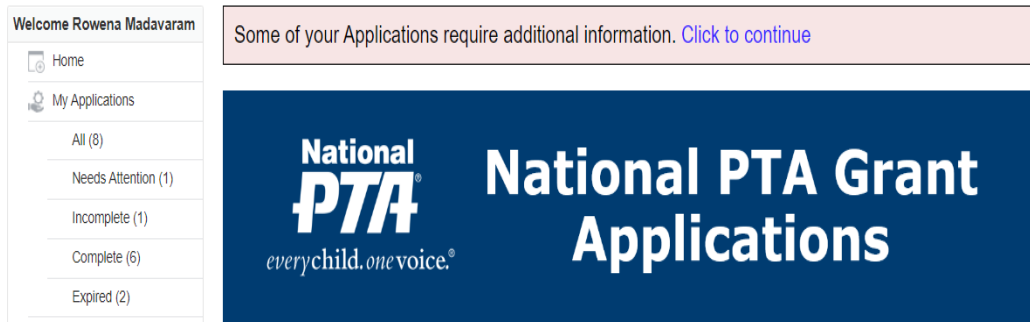


Instructions for Grants Portal Award Winners Round

Step 1: log in – on the homepage click the red “click to Continue” or “Needs Attention” on the left hand menu



Step 2: Click Open or Edit under Action for your 2023-2024 National PTA Programs Grants application. The Round should say “Grant Winners”

Once you click Open/Edit you will have entered the grant winners round where you will download and upload your Award Letter, complete your ACH form and upload a copy of a voided check.

Congratulations!

National PTA would like to congratulate you on receiving funding for your National PTA program! To accept the funding, we require that you complete this document collection form no later than **December 7th, 2023 11:59PM PDT**

Award Agreement *

Please review the award agreement for your program, sign it, and upload the signed agreement here. You can scan or take a high-quality picture of the signed agreement. (Plan ahead! Your PTA President must sign this form.) **Be sure to use the correct agreement for your program!**

Need a reminder of which grant you won? **Check out the winner lists at [PTA.org/Grants](https://pta.org/Grants).**

- [Healthy Minds Award Agreement](#)
- [Mary Lou Anderson Reflections Arts Enhancement Award Agreement](#)
- [PTA Connected The Smart Talk Award Agreement](#)
- [PTA Connected: Build Up and Belong Award Agreement](#)
- [PTA Connected Be Internet Awesome Award Agreement](#)
- [PTA Connected Ready, Tech Go Award Agreement](#)
- [PTA Wellness Fairs Award Agreement](#)
- [STEM + Families Propelling Our World Award Agreement](#)
- [STEM + Families Science Festival Award Agreement **Local PTAs**](#)
- [STEM + Families Science Festival Award Agreement **District/Region/Council PTAs**](#)
- [Healthy Bodies Tobacco Prevention Campaign Award Agreement](#)

No file chosen

Commitment *

Please check the box below if you agree to contact National PTA if you are unable to complete your term as grant leader and will connect the current PTA president with National PTA to complete your PTA's obligations as agreed to within the award letter.

☐ Yes, I agree.

Hit Save & Next to get to the ACH Form portion. On this page, please read the ACH form instructions carefully.

[Applicant Information](#) → [Application Questions](#) → [Grant Winner Document Collection](#) → [ACH Form](#)

ACH Payment Authorization Form

This form is used for Automated Clearing House (ACH) payments. The information collected on this form will be used by National PTA to transmit payment data by electronic means to your financial institution.

Payment of all grants is made by ACH deposit directly to the recipient PTA's bank account. Grant disbursements cannot be made until correct and complete bank account information is provided to National PTA, including a voided check photo or pdf scan. This information must be completed for each grant application, even if the recipient PTA has received ACH funds from National PTA in the past. National PTA is committed to handling this information as strictly confidential.

Once both your signed Award Letter and correct, complete ACH form have been received, it will take approximately one (1) month for the funds to appear in your PTA's bank account.

Should you have any questions about your ACH form, please email Lhuff@PTA.org, with Progams@PTA.org cc'ed. Please include your PTA Name and contact information in the email.

Please submit all ACH information by December 7th, 2023, 11:59PM PDT.

Please complete the following required information:

PTA Bank Name *

Character count: 15 / 40

Bank of the PTA

Bank ABA or Routing Number *

Please provide your PTA bank account's nine (9) digit routing number

If necessary, please include leading or trailing zeros to ensure your routing number is nine (9) digits. Numeric text only.

Character count: 9 / 9

009006650

Bank Account Number *

Numeric text only.

Character count: 20 / 20

00300030203444332220

Account Type *

Only checking accounts can be used to accept ACH funds. Please check this box to confirm that this bank account is a checking account

☒ I confirm.

Voided Check *

Please upload a copy of a voided check. Please note, larger files will not show a preview.

[test doc.pdf](#)



EIN *

Please provide your PTA's nine (9) digit Employer ID Number (EIN).

009006650

Confirmation *

Please confirm that the above information is correct.

☒ I confirm.

Prev

Save

Done

Click Save to save your work, and once complete, click done to submit your Grant Winners Round documentation. This application will now move to the “Complete” section on the homepage of your grants portal.

Directions WITHOUT SCREENSHOTS

If your PTA is looking for how to accept your grant, please follow the directions below:

- Login to the [grants portal](#) with the email address used to apply for your grant. You will be taken to the Home Screen which shows a left hand menu labeled "My Applications".
- Under "My Applications", you will click “Needs Attention” on the left-hand menu. From here, you will be able to access the Grant Winners round where you will complete the Award Letter and ACH form required for accepting the grant, by Dec. 1.
- Click Open or Edit under Action for your 2022-2023 National PTA Programs Grants application. The round should say “Grant Winners”
- Once you click Open/Edit you will have entered the grant winners round where you will download and upload your Award Letter, complete your ACH form and upload a copy of a voided check.
- Hit Save & Next on the Award Letter page to get to the ACH Form portion. On this page, please read the ACH form instructions carefully.
- Click Save to save your work, and once complete, click done to submit your Grant Winners Round documentation. This application will now move to the “Complete” section on the homepage of your grants portal.