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## Presidents Handbook : Awards & Grants

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Leadership, Excellence and Partnerships (L.E.A.P.)

Leadership is often defined as “the art of getting or inspiring people to do something.” It is not the same as management, which is associated with accomplishing a task in an effective and efficient manner. A leader must often use different leadership styles, depending on the situation and group. People skills are a basic necessity in good leadership. A successful leader will involve everyone in the group in any decision-making that will affect them. It is the desire of Utah PTA to recognize our committed volunteers. Within the membership of Utah PTA are leaders who steadfastly serve in various PTA positions and volunteer thousands of hours for the benefit of the children of Utah.

The application form for the L.E.A.P. Award is found in the Leadership Handbook and online at https://www.utahpta.org/leadership-excellence-partnershipping-leap-awards.

Utah PTA recognizes our committed volunteers with our L.E.A.P. Award
To run a successful Awards Program, it is recommended that each local PTA and each Council and Region PTA have an Awards Appointee. This position should be appointed by the PTA President, Council President, or Region Director.

**Awards Appointee duties at the local level**

- Attend Utah PTA Leadership Convention training.
- Review all awards available.
- Set up a committee to choose nominations.
- Interview candidates.
- Choose winners.
- Write the awards applications for submission.
- Honor winners at local level awards ceremony. This can also include some creative awards that you could give from your local PTA only.
- Submit your winners to the Council level by the Council due date.

**Awards Appointee duties at the Council level**

- Attend Utah PTA Leadership Convention training.
- Encourage all local PTAs to have an awards appointee.
- Train local awards appointees and encourage active participation.
- Remind local PTAs regularly of Council Awards due date.
- Encourage every school to participate.
- Set up a committee to review all awards submitted to Council.
- Review awards.
- Choose winners.
- Honor winners at Council awards ceremony or Council meeting. This can also include some creative awards that you could give on the Council level.
- Submit winners to Region by the Region due date.

**Awards Appointee duties at the Region level**

- Attend Utah PTA Leadership Convention training.
- Train all Council awards appointees and encourage active participation.
- Set up a Committee to review all award submissions to Region.
- Choose Region winners.
- Honor all Region winners.
- Submit winners to Utah PTA by the due date.
Awards Appointee Time Line

May
■ Have end-of-year recognition for your PTA Board, etc.
■ Attend convention and any other trainings
■ Form awards committee for next year (4-6 people)
■ Have training for committee
■ Review awards with committee and have them begin to think about nominations for next year
■ Plan awards program for your school and PTA board

June-July-August
■ Have a writing workshop to learn how to write awards applications
■ Review award applications from previous years at the Utah PTA office
■ Advertise to parents, teachers, and community council members to submit applications for awards
■ Make awards applications available (see President Handbook or website, www.utahpta.org)

September
■ Give reports each month at your PTA board meeting on:
   1. People chosen for different awards
   2. Outstanding volunteers spotlighted each month
   3. Recognition given each month
■ Start taking nominations for your local awards recognitions

October-November
■ Choose Awards Recipients and begin the application writing process
■ Have a local recognition for your winners

January
■ Submit your winners to Council
■ Council collects awards from all schools
■ Have a Council recognition for winners
■ Council winners due to Region

February
■ Have a Region recognition for winners

March
■ State winners will be chosen and announced
■ Region winners due to Utah PTA

April-May
■ State Award winners recognized
Purpose: The Utah PTA Awards Program is designed to offer greater opportunities for recognizing those who devote their time and energy on behalf of children.

Recognition is a key factor in any successful business / organization as well as a key factor in retaining quality volunteers. Awards and recognition are a necessary priority in PTA at all levels. You will find that awards and recognition will provide your PTA with many great benefits.

The Utah PTA is here to help assist you and your school in providing opportunities to recognize greatness at your school. While there are endless ways this can be done, we are happy to provide you with this meaningful opportunity.

The concept behind the Awards Program is that our thanks be heartfelt and genuine, and not necessarily extravagant.

Program Overview

Local PTA

Local PTA’s will submit award nomination forms to their council (where applicable) then council level winners will be selected. Local PTA’s should honor local winners. Conducting a local awards program is optional, but we have found that local PTA’s who also conduct their own awards program / recognition for the awards that were selected to be written and submitted to Council add additional meaning to the process. This allows you to honor awards recipients within the school and community who selected them.

Council PTA

Councils will select winners in each award category. Councils should honor council winners. The council winners will be submitted to the Region where region level winners will be selected. Regions will determine the number of Council winners that can be sent onto the Region Level.

Region PTA:

Regions will select ONE WINNER in each of the award categories (for larger Regions with Associate Directors they can select one additional winner per associate in each category).
ONLY 1 copy needs to be submitted to State. Here are a few specifics on submitting to State:

- Please submit the original or a copy that has color and the look of the original.
- Please make sure ALL information on the cover form is completed – emails, phone numbers, contacts, etc.
- If you need copies of the award please make those copies prior to the due date and submitting them to State. The original might not be returned.
- If you are in need of a copy following submission of your award the State Awards Rep will email you a copy or share through Google.

### Awards Overview

#### Utah PTA Awards

#### Utah PTA Advocacy Award

This award is given to a LOCAL PTA or Individual for excellence in their efforts to support and speak on behalf of children and youth.

#### Utah PTA Development Award

This award is given to a LOCAL PTA for excellence in program and/or leadership development. This award is encouraged for programs in schools that are in the first 5 years of their program – developing and improving the program. Remember this is for a program, not an individual.

#### Utah PTA Involvement Award

This award is given to a LOCAL PTA for excellence in the area of involvement. This can include involving the community, businesses, faculty, parents, etc. Remember this is for a program, not an individual.

#### Utah PTA Outstanding Educator

This award recognizes a professional educator currently working with students in grades preschool to 12th Grade. State Winners will be selected based on their relationship with students, parents, PTA and the community.
Utah PTA Outstanding School Administrator Award

To recognize an outstanding School Administrator currently working with students on an elementary or secondary level. This can include Assistant Principals.

Utah PTA Outstanding Support Staff

This award recognizes any school support staff (Custodians, Secretaries, Lunchroom Staff, Bus Drivers, Aides, etc.) currently working in schools in grades preschool to 12th Grade. State Winners will be selected based on their relationship with students, parents, PTA and the community.

Utah PTA Outstanding Volunteer Award

This award is given to a volunteer who renders volunteer service to children through the education system and is making a positive difference. Nominees will be considered on the basis of quality of volunteer commitment.

Utah PTA Spirit of Inclusivity

This award recognizes an outstanding PTA / Individual who has organized an inclusivity event/activity using the PTA National Standards for Family School Partnerships. Examples: Welcoming families into the school community, communicating effectively, supporting student success, speaking up for every child, sharing power and collaborating with community, involving minority parents in PTA. If an individual, they must be a member of the PTA and exemplify the PTA Purpose and Mission.

Utah PTA Spirit of PTA Award

This award recognizes an outstanding volunteer who has given consistent and outstanding service through PTA. This person must be a member of the PTA and exemplify the PTA Purposes and Mission.

National PTA Awards

Be sure to check the National PTA Website (www.pta.org) to apply for National PTA Awards
Awards Q & A

General Questions

Q: How many categories are there for awards?
A: There are 9 different categories: Volunteer, Spirit of PTA, Administrator, Educator, Support Staff, Inclusivity, Advocacy, Involvement, Development

Q: How many awards can each school submit?
A: Each school can submit 1 award per category

Q: How does a school choose who to nominate for the awards?
A: There are a few different factors that you will want to take into consideration.
  ■ The first one is, do you have someone that is willing to write the award(s).
  ■ If you have more than one name submitted for a specific category then it is best to discuss the names among your board and make a decision together.
  ■ Take into consideration the details of the person or program. Remember there is always the next year.

Q: Who can write the awards?
A: Anyone can. If you have an awards chair it is great to start with them and see which ones they would like to write. It is always best to have someone that knows the program or the individual well. They are able to put a lot of details and specifics in the award. There might be someone who just reaches out to the PTA and asks if there is a certain type of an award to nominate someone they think is doing great things. If you don’t have anyone entered for that specific award it is a great way to get others involved.

Q: What are the levels the awards go through?
A: There are 4 levels for the awards (this may vary a little bit depending on your area):
  ■ Local: Each school can submit awards
  ■ Council: Generally a council is made up of around 8 – 10 schools (in many areas schools that feed into a specific high school). Each council can only submit so many onto to Region. This varies depending on the area.
  ■ Region: This is generally a district area. Each Region can submit 1 per category unless they are a larger district, then they can submit 2 to State.
  ■ State: This is the final place your awards will be submitted. State will award a set amount per category state wide. This varies a little bit each year, but generally 2 – 5 per category.
Q: What things are required?  
A: Each award has selection criteria and technical requirements associated with it which have to be met for the award to be judged and continue on. It is very important that these are carefully read and followed so that every award in a specific category has the ability to be judged equally.

Q: What is a common requirement that is missed?  
A: One of the things that is commonly missed is completely filling out the cover sheet. ALL information needs to be filled out. It makes it very difficult to contact people without the information so if the cover sheet is not completed the application will be disqualified. The cover sheet can be handwritten – it does not make any difference on scoring whether it is typed or handwritten. Just make sure if it is handwritten that it is legible.

Q: How important is the supplementary material?  
A: It is very important. It is a key factor in differentiating all of the submissions received. Very few awards have won at State without supplementary material. Supplemental materials help create a more complete picture of the recipient through pictures, programs, letters, etc. Using it will allow you to build a stronger presentation.

Q: What things should I consider for supplementary material?  
A: The options are ENDLESS. You can attach letters of recommendation, pictures, time lines, programs, articles, etc. The only thing that the supplementary material can’t be is a continuation of the written award.

Pictures make one of the biggest differences. They provide a connection for judges and help differentiate all of the outstanding submissions received. You can put more than one picture on a page. Be creative – you can create a supplementary page like a newsletter or keep it very simple.

Q: Can anything with the award be two sided?  
A: The awards are scanned in so that they can be judged state wide. Nothing can be 2 sided. This makes it more difficult for scanning and we want to keep all of the awards the same as far as how much can be submitted.

Q: What things are you looking for when judging the awards?  
A: Everything that is listed on the award application has points when being judged. It is encouraged to cover all of the different points that are on the award. It should be more of a natural thing when writing the award, because overall the people and programs you are writing about have all of the things that the award is looking for. It is important to note that only 1 Supplementary Item is required to continue on and to be judged, but up to 3 supplementary items will have a possibility for points.

On each award application there is a section that says “Selection Criteria.” Besides meeting the requirements and points for each of the supplementary pages the main part of the points is based off of the Selection Criteria.
Other Stuff

General Items

- Completely fill out the cover sheet – don’t leave ANYTHING blank
- The requirements and technical requirements are the items that will be checked prior to judging further
- There will be 5 points for meeting the technical requirements completely
- Be sure to include the contact information for the “If nominee wins at State who would you like contacted first?” If that contact information is not included the PTA President will be contacted first.

Specific Items

- Remember to write about the program and not the chair: Involvement, Development
- Spirit of Inclusivity can be about a person or a program
- Administrator: Assistant Principals, Principals

The process for notification of State Winner’s is the following

- We try to send out notification between the 3rd – 4th week of March. We will notify the person listed on the award “If Nominee wins at Region/State who would you like contacted first?”
  - Included in that email will be the Region Director so that they know that someone in their Region Won
- Week Later: Notify the Winner from State that they won (allowing locals time to notify award recipients before an email is received)
  - Included in that email will be everyone that has contact information on the cover sheet: Principal, PTA President, Person who Wrote the Award, etc.

Where can I get more information or my questions answered throughout the year

- [www.utahpta.org](http://www.utahpta.org) in the Awards Section
- Your Councils / Regions generally have someone that can answer questions or help you
- If you can’t find the answers on the website or through your Locals, Councils or Regions you are welcome to contact the State Awards Specialist. Check the State PTA Website for that information.
Writing Awards 101

Don’t Put it Off: Meet with your board and your administrator and select a candidate as soon as possible.

Know your Subject: Meet with your candidate. Interview them, have them write down every program they have been involved in, not only with the school, but within the community and other extracurricular activities. The more material you have to work with the better your award will be.

Follow the Rules: The applications are clear what the requirements and the technical requirements are. Make sure you complete the application.

Writing the “Report”: Have fun, but think of it like writing a school report. You will want to write and then have an editor and review it and fix things. Don’t be afraid to use big words, words with emotions, words that describe.

Example: Terri spends a lot of time at our school and has started many programs OR Terri gives freely of her excitement, passion, time and energy to the programs at our school and has pioneered many of the existing programs that are in place today.

Use Quotes: Get quotes from parents, students, peers and administrators. They are very powerful in the context of the award. For example:

Since Mr. Hunter started the TSA program in 2002, Oak Canyon Junior High students have consistently received honors on both State and National levels. The following are comments from former students:

“When taking on projects or challenges for competition in TSA, Mr. Hunter always encourages me to sign up for more than I normally would. This helped me to push beyond my predefined limits and enables much growth and discovery.” (Aaron M.)

“What Mr. Hunter did was way outside of his responsibilities; he would spend his time for the good of his students. He is serious about helping others achieve their goals.” (Josh M.)

Get Recommendations: You can use letters of recommendations as part of your supplementary materials. It’s nice to get the letter of recommendations and quotes from a variety of sources.

Highlight: When you make a bold statement, or one that is related directly to the questions asked, highlight it. It stands out and will make an impact on the judge’s assessments. Don’t highlight a lot, but highlighting throughout the written part of the applications works great.

Supplementary Materials: Supplementary Materials are required, but there is a minimum and a maximum for all of the awards. It’s best to maximize the information, pictures, programs, etc. Be creative and utilize your space. If you have more information than you can fit in the write up utilize your supplementary space to highlight things that you were unable to include in the write up.

Most Important – HAVE FUN!!!! If you implement these simple tips, use one or two of them – whatever you would like, include the things that are requested on the cover sheets and have fun writing the awards and learning about the fantastic people and programs you have in your schools your awards will do well.
## Award Submissions At-A-Glance

### Advocacy:
- Cover Page
- Written Pages: up to 3 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 7 pages

### Development:
- Cover Page
- Written Pages: up to 3 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 7 pages

### Involvement:
- Cover Page
- Written Pages: up to 3 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 7 pages

### Outstanding Educator:
- Cover Page
- Written Pages: up to 2 pages
- Supplementary Pages: up to 3 pages
- Principal Letter: Only 1 page
- TOTAL: 7 pages

### Outstanding Support Staff:
- Cover Page
- Written Pages: up to 2 pages
- Supplementary Pages: up to 3 pages
- Principal Letter: Only 1 page
- TOTAL: 7 pages

### Outstanding Volunteer:
- Cover Page
- Written Pages: up to 2 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 6 pages

### Spirit of Inclusivity:
- Cover Page
- Written Pages: up to 3 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 7 pages

### Spirit of PTA:
- Cover Page
- Written Pages: up to 2 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 6 pages

### Outstanding School Administrator:
- Cover Page
- Written Pages: up to 2 pages
- Supplementary Pages: up to 3 pages
- TOTAL: 6 pages
Please return report along with all Award Nominations

Local PTA ____________________________________________

Council ___________________________ Region ___________________________

Awards Chairman or Representative _______________________________________

Please record awards for which you are sending nominations:

1. Advocacy Award

2. Development Award

3. Involvement Award

4. Outstanding Educator Award

5. Outstanding School Administrator Award

6. Outstanding Support Staff

7. Outstanding Volunteer Award

8. Spirit of Inclusivity Award

9. Spirit of PTA Award

Award Deadline
Local: ___________________________
Council: January 15
Region: February 1
State: March 1
UTAH PTA ADVOCACY AWARD

GOAL OF THE AWARD
This award is given to a LOCAL PTA or INDIVIDUAL for excellence in their efforts to support and speak on behalf of children and youth.

Nominee Information
Chair of Program: __________________________
Program: __________________________
Address: __________________________
City: __________________________ State: __________________________ Zip: __________________________
Phone (best contact number): __________________________ Email Address: __________________________
Volunteers at what school(s): __________________________

Award Writer Contact Information
Name: __________________________
Phone (best contact number): __________________________ Email Address: __________________________

Local School Submitting Nomination
School Name: __________________________
School Address: __________________________
School Phone Number: __________________________
Principal Name: __________________________
Principal Email Address: __________________________
PTA President: __________________________
Phone (best contact number): __________________________ Email Address: __________________________

If Nominee wins at State who would you like contacted first? __________________________

Requirements / Technical Requirements Checklist
- Local PTA is in good standing
- Length of typed award can be up to 3 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points for each supplementary page up to 3 pages (no more than 3 pages)
  - These materials may include photographs, articles, letters, program materials or other items
- All items submitted must be single sided

Categories that this award can be written for:
- Legislative Activities
- Organizing local community members to communicate with: Policy Makers, Businesses, Health Department, School Board Members, Local School Administration
- Educate others about PTA Priorities: General membership, Legislators, Board Members, Elected Officials, School Administration
- Meet the Candidates Night
- Other Advocacy Programs

Selection Criteria (Please include details for the following)
- Goal of the program / projects
- Describe the programs / projects. Include steps used to plan, coordinate and conduct the program/project
- Describe how you evaluated the programs/projects
- Describe the impact the programs/projects have had particularly on students as well as others

AWARD DUE DATES
Council: Councils set Due date
(prior to Region Due Date)
end of January / beginning of February
Region: Regions set Due Date
(around beginning / 2nd week of February)
State: Friday, March 1st
(Awards will not be accepted late to State)

Updated 3.20.18
UTAH PTA DEVELOPMENT AWARD

GOAL OF THE AWARD
This award is given to a LOCAL PTA for excellence in program and/or leadership development. This award is encouraged for programs in schools that are in the first 5 years of their program – developing and improving the program.

Nominee Information
Chair of Program:
Program / Activity Title:
Address:
City: ____________ State: ____________ Zip: ____________
Phone (best contact number): ____________ Email Address: ____________
Volunteers at what school(s): __________________________

Award Writer Contact Information
Name: __________________________
Phone (best contact number): ____________ Email Address: ____________

Local School Submitting Nomination
School Name: __________________________
School Address: __________________________
School Phone Number: __________________________
Principal Name: __________________________
Principal Email Address: __________________________
PTA President: __________________________
Phone (best contact number): ____________ Email Address: ____________

If Nominee wins at State who would you like contacted first? __________________________

Requirements / Technical Requirements Checklist
- Local PTA is in good standing
- Length of typed award can be up to 3 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points for each supplementary page up to 3 pages (no more than 3 supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items
- All items submitted must be single sided

Suggested areas that this award can be written for (not limited to these specific ones):
- Curriculum Enrichment
- Parent Education
- Health
- Safety
- Family Issues
- The Arts
- Leadership Development with students, board members, parents or others

Selection Criteria (Please include details for the following)
- Goal of the program / projects
- Describe the programs / projects. Include steps used to plan, coordinate and conduct the program/project
- Describe how you evaluated the programs/projects
- Describe the impact the programs/projects have had particularly on students as well as others

AWARD DUE DATES
Council: Councils set Due date
Region: Regions set Due Date
State: Friday, March 1st
(Awards will not be accepted late to State)

Updated 3.20.18
UTAH PTA INVOLVEMENT AWARD

GOAL OF THE AWARD
This award is given to a LOCAL PTA for excellence in the area of involvement.

Nominee Information
Chair of Program: ________________________________________________________________
Program / Activity Title: _____________________________________________________________
Address: __________________________ _________________________________________________
City: __________________________ State: _______ Zip: ________________________________
Phone (best contact number): __________________________ Email Address: ________________
Volunteers at what school(s): ______________________________________________________

Award Writer Contact Information
Name: _________________________________________________________________
Phone (best contact number): __________________________ Email Address: ________________

Local School Submitting Nomination
School Name: _________________________________________________________________
School Address: ________________________________________________________________
School Phone Number: __________________________
Principal Name: __________________________
Principal Email Address: _______________________________________________________
PTA President: ________________________________________________________________
Phone (best contact number): __________________________ Email Address: ________________

If Nominee wins at State who would you like contacted first? _______________________

Requirements / Technical Requirements Checklist
- Local PTA is in good standing
- Length of typed award can be up to 3 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points for each supplementary item up to 3 pages (no more than 3 supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items
- All items submitted must be single sided

Categories that this award can be written for:
- Parental Involvement
- Student Involvement
- Business Partnerships
- Membership Recruitment
- Community Involvement
- Representational Involvement

Selection Criteria (Please include details for the following)
- Goal of the program / projects
- Describe the programs / projects. Include steps used to plan, coordinate and conduct the program/project
- Describe how you evaluated the programs/projects
- Describe the impact the programs/projects have had particularly on students as well as others

AWARD DUE DATES
Council: Councils set Due date (prior to Region Due Date)
Region: Regions set Due Date (around beginning / 2nd week of February)
State: Friday, March 1st
(Awards will not be accepted late to State)

Updated 3.20.18
GOAL OF THE AWARD
To recognize an outstanding School Administrator currently working with students on an elementary or secondary level.

Nominee Information
School Administrator Nominee: ____________________________________________________________
School: _______________________________________________________________________________

School Address: _________________________________________________________________________
City: __________________________ State: __________ Zip: ______________

Phone (best contact number): __________________________ Email Address: ______________

Award Writer Contact Information
Name: ________________________________________________________________________________

Phone (best contact number): __________________________ Email Address: ______________

PTA Contact Information
PTA President: __________________________________________________________________________

Phone (best contact number): __________________________ Email Address: ______________

If Nominee wins at State who would you like contacted first? ________________________________

Requirements / Technical Requirements Checklist

- Nominee must volunteer within a local PTA that is in good standing
- Nominee must be a PTA Member
- Length of typed award can be up to 2 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.

- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points for each supplementary page up to 3 pages (no more than 3 supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items

- All items submitted must be single sided

Suggested Items to Include in the Write Up (you do not need to include all of these aspects)

- Accessible to Students, Parents, Teachers
- Aware of and supports the active participation of parents in the school
- Able to recognize the diverse needs of students
- Able to recognize and celebrate individual student achievement and effort
- Facilitates partnerships between parents and teachers
- An active participant as a member of the PTA Executive Committee
- Listens to concerns of students, parents and teachers and finds positive resolutions
- Provides a positive environment for students, parents, faculty
- Makes learning fun
- Looks for and finds ways to continue to make progress and improve their school

Selection Criteria – Please include the following in write up

- Attributes of the principal – any items listed above
- Impact on Students
- Exemplifies Mission / Purpose of the PTA
- Nominees Activities

AWARD DUE DATES
Council: Councils set Due date
Region: Regions set Due Date
State: Friday, March 1st
(Awards will not be accepted late to State)
UTAH PTA OUTSTANDING EDUCATOR AWARD

GOAL OF THE AWARD
This award recognizes a professional educator currently working with students in grades preschool to 12th Grade. State Winners will be selected based on their relationship with students, parents, PTA and the community.

Nominee Information
Educator / Nominee: ____________________________________________
Address: ____________________________________________
City: __________________________ State: ________ Zip: __________
Phone (best contact number): __________________________ Email Address: __________
Grade(s) / Subjects taught: ____________________________________________

Award Writer Contact Information
Name: ____________________________________________
Phone (best contact number): __________________________ Email Address: __________

Local School Submitting Nomination
School Name: ____________________________________________
School Address: ____________________________________________
School Phone Number: ____________________________________________
Principal Name: ____________________________________________
Principal Email Address: ____________________________________________
PTA President: ____________________________________________
Phone (best contact number): __________________________ Email Address: __________

If Nominee wins at State who would you like contacted first? __________

Technical Requirements Checklist
- PTA must be in Good Standing
- Nominee must be a PTA Member
- Length of typed award can be up to 2 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary page is Required
  - There are points for each supplementary page up to 3 pages (no more than 3 supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items
- Principal Letter (Only 1 page)
- All items submitted must be single sided

Selection Criteria - Please attach the following:
- Letter from the Principal (separate page – 1 page)
- Up to 2 pages single sided pages that include highlights of the following items:
  - Educators Relationship with Students
  - Educators Relationship with Parents
  - Educators Relationship with PTA and Community
- Supplementary Material is required: Up to 3 supplementary pages can be attached. These materials may include photographs, articles, letters, program materials or other items

AWARD DUE DATES
Council: Council sets Due date (prior to Region Due Date)
Region: Regions set Due Date (around beginning/2nd week of February)
State: Friday, March 1st (Awards will not be accepted late to State)

Updated 3.20.18
UTAH PTA OUTSTANDING SUPPORT STAFF AWARD

GOAL OF THE AWARD
This award recognizes any school support staff (Custodians, Secretaries, Lunchroom Staff, Bus Drivers, Aides, etc.) currently working in schools in grades preschool to 12th Grade. State Winners will be selected based on their relationship with students, parents, PTA and the community.

Nominee Information
Nominee: 
Support Staff Position: 
Address: 
City: State: Zip: 
Phone (best contact number): Email Address: 

Award Writer Contact Information
Name: 
Phone (best contact number): Email Address: 

Local School Submitting Nomination
School Name: 
School Address: 
School Phone Number: 
Principal Name: 
Principal Email Address: 
PTA President: 
Phone (best contact number): Email Address: 

If Nominee wins at State who would you like contacted first? 

Requirements / Technical Requirements Checklist
- PTA must be in Good Standing
- Nominee must be a PTA Member
- Length of typed award can be up to 2 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points for each supplementary page up to 3 pages (no more than 3 Supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items
- Principal Letter (Only 1 page)
- All items submitted must be single sided

Selection Criteria - Please attach the following:
- Letter from the Principal (separate page)
- Up to 2 pages single sided pages that include highlights of the following items:
  - Relationship with Students
  - Relationship with Parents
  - Relationship with PTA and Community
  - Relationship with Faculty
- Supplementary Material is required: Up to 3 supplementary pages can be attached. These materials may include photographs, articles, letters, program materials or other items

AWARD DUE DATES
Council: Councils set Due date (prior to Region Due Date)
Region: Regions set Due Date (around beginning / 2nd week of February)
State: Friday, March 1st (Awards will not be accepted late to State)

Updated 3.20.18
UTAH PTA OUTSTANDING VOLUNTEER AWARD

GOAL OF THE AWARD
This award is given to a volunteer who renders volunteer service to children through the education system and is making a positive difference. Nominees will be considered on the basis of quality of volunteer commitment.

Nominee Information
Nominee: ____________________________________________________________
Address: ____________________________________________________________________________
City: __________________________ State: __________ Zip: __________
Phone (best contact number): __________________________ Email Address: __________________________
Volunteers at what school(s): ________________________________________________________

Award Writer Contact Information
Name: __________________________
Phone (best contact number): __________________________ Email Address: __________________________

Local School Submitting Nomination
School Name: __________________________
School Address: __________________________
School Phone Number: __________________________
Principal Name: __________________________
Principal Email Address: __________________________
PTA President: __________________________
Phone (best contact number): __________________________ Email Address: __________________________

If Nominee wins at State who would you like contacted first? __________________________

Requirements / Technical Requirements Checklist
- Nominee must volunteer within a local PTA that is in good standing
- Nominee must be a PTA Member
- Length of typed award can be up to 2 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points for each supplementary page up to 3 pages (no more than 3 Supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items
- All items submitted must be single sided

Selection Criteria (Please include details about all of the following)
- Describe the nominee’s impact on students
- Describe nominee’s activities
- Describe nominee’s relationship with faculty / administration
- Describe nominee’s relationship with volunteers
- What makes this volunteer an Outstanding Volunteer?

AWARD DUE DATES
Council: Councils set Due date (prior to Region Due Date)
Region: Regions set Due Date (around beginning / 2nd week of February)
State: Friday, March 1st (Awards will not be accepted late to State)
Region #:______

UTAH PTA SPIRIT OF INCLUSIVITY AWARD

GOAL OF THE AWARD

This award recognizes an outstanding PTA / Individual who has organized an inclusivity event/activity using the PTA National Standards for Family School Partnerships. Examples: Welcoming families into the school community, communicating effectively, supporting student success, speaking up for every child, sharing power and collaborating with community, involving minority parents in PTA. If an individual, they must be a member of the PTA and exemplify the PTA Purpose and Mission.

Nominee Information

Name of Nominee / Program / Activity Title: ______________________________________________________

Address: ____________________________________________________________________________________

City: __________________ State: __________ Zip: __________

Phone (best contact number): __________________ Email Address: __________________

Volunteers at what school(s): __________________________________________________________________

Award Writer Contact Information

Name: ______________________________________________________________________________________

Phone (best contact number): __________________ Email Address: __________________

Local School Submitting Nomination

School Name: ________________________________________________________________________________

School Address: ______________________________________________________________________________

School Phone Number: __________________________________________________________

Principal Name: ______________________________________________________________________________

Principal Email Address: _______________________________________________________________________

PTA President: ________________________________________________________________________________

Phone (best contact number): __________________ Email Address: __________________

If Nominee wins at State who would you like contacted first? ________________________

Requirements / Technical Requirements Checklist

Ø The Local PTA must be in good standing
Ø If Individual, Nominee must be a PTA Member
Ø Length of typed award can be up to 3 single sided pages
Ø Cover Sheet:
  o Please staple this cover sheet to the written part (please no binders, covers, folders)
  o Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  o The form must have all information filled out – phone numbers, emails, names, etc.
Ø Supplementary Material:
  o 1 Supplementary Item is Required
  o There are points for each supplementary page up to 3 pages (no more than 3 supplementary pages)
  o These materials may include photographs, articles, letters, program materials or other items
Ø All items submitted must be single sided

Selection Criteria (Please include details about at least 3 of the following items)

Ø Nominee must organize an activity and seek the involvement of minority (definition: the smaller number or part, especially a number that is less than half the whole number) parents, leaders or organizations in their community
Ø Include details of the activity so that other schools could implement the program
Ø Nominee mentored or assisted in the appointment/election of a minority to a leadership role on the PTA
Ø Nominee’s result has a positive impact on students/school
Ø Show how you used the six National Standards for Family School Partnership found State the goal of the program / projects (shown in picture)

AWARD DUE DATES

Council: Councils set Due date (prior to Region Due Date and of January / beginning of February)
Region: Regions set Due Date (around beginning / 2nd week of February)
State: Friday, March 1st (Awards will not be accepted late to State)

Updated 3.20.18
Regional #: ______

UTAH PTA SPIRIT OF PTA AWARD

GOAL OF THE AWARD
This award recognizes an outstanding volunteer who has given consistent and outstanding service through PTA. This person must be a member of the PTA and exemplify the PTA Purposes and Mission.

Nominee Information
Nominee: ____________________________________________________________
Address: ____________________________________________________________
City: __________________________ State: _______ Zip: ___________
Phone (best contact number): ___________________ Email Address: __________
Volunteers at what school(s): __________________________________________

Award Writer Contact Information
Name: ______________________________________________________________
Phone (best contact number): ___________________ Email Address: __________

Local School Submitting Nomination
School Name: _________________________________________________________
School Address: _______________________________________________________
School Phone Number: ____________________________
Principal Name: ______________________________________________________
Principal Email Address: _____________________________________________
PTA President: _______________________________________________________
Phone (best contact number): ___________________ Email Address: __________

If Nominee wins at State who would you like contacted first? ________________

Technical Requirements Checklist
- Nominee must volunteer within a local PTA that is in good standing
- Nominee must be a PTA Member
- Nominee has given at least 2 years of service to children through the PTA
- Length of typed award can be up to 2 single sided pages
- Cover Sheet:
  - Please staple this cover sheet to the written part (please no binders, covers, folders)
  - Can be hand written or typed – please write legible, either way won’t have any impact on scoring
  - The form must have all information filled out – phone numbers, emails, names, etc.
- Supplementary Material:
  - 1 Supplementary Item is Required
  - There are points available for each supplementary page up to 3 pages (no more than 3 supplementary pages)
  - These materials may include photographs, articles, letters, program materials or other items
- All items submitted must be single sided

Selection Criteria (Please include details about all of the following)
- Nominee must exemplify the PTA Mission and Purposes
- Nominee is an example of quality leadership
- Describe how the nominee’s activities and accomplishments are superior
- Nominee has a positive impact on student / school

AWARD DUE DATES
Council: Councils set Due date (prior to Region Due Date)
Region: Regions set Due Date (around beginning / 2nd week of February)
State: Friday, March 1st (Awards will not be accepted late to State)

Updated 3.20.18
What is the Utah PTA Arts Education Grant?
It is a fund that supports local PTA efforts for arts education activities in their school. Funds are granted one dollar for each dollar (1:1) contributed by the local PTA unit, up to $500 from Utah PTA.

Who is eligible to apply for Utah PTA Arts Education Grant?
Any local PTA/PTSA with bylaws and membership in good standing.

What may the grant be used for?
- The creation or enhancement of an existing arts program or project.
- Art program supplies, musical scores, musical instruments, theatre rights, theatrical props and costuming, etc.
- Experience to support student performances and productions.
- Any other art program needs. You are only limited by your imagination.

How do we apply?
Fill out and submit a Utah PTA Arts Education grant application. Application may be found in the Utah PTA handbook or the Utah PTA web site.

When is it due?
Applications are due on February 1.

Who awards the funding?
The Utah PTA Arts Education Grant Committee comprised of parents, educators and community leaders award the grants.

When will the funds be awarded?
Funds will be available in August for the upcoming fiscal year.

What else is required?
- The arts program must be developed and facilitated by the PTA in cooperation with the school administration.
- PTAs must submit a final report form as soon as the arts program is finished or no later than June 1.

Throughout its history, Utah PTA has supported and promoted arts education in Utah public schools. In 2002 Utah PTA approached Eric Dowdle, a local artist, and asked him to paint a work specifically for Utah PTA. The vision of Eric and key individuals in Utah PTA grew to include the dream to provide funds accessible for PTA schools for quality PTA-sponsored art programs. With the assistance of Eric and the Utah Arts Council (UAC), the Utah PTA Arts Education Grant Fund was established. It is the hope of Utah PTA that the arts education fund will continue to grow as other individuals and organizations contribute their support.

IDEAS for ARTS EDUCATION GRANTS
- A dance instructor coming to instruct and teach children areas of dance.
- A bookmaking artist teaching children the art of bookmaking and making their own book.
- Learn the skills of poetry and carry out a poetry contest either in writing or out loud.
- Invite film makers to give instruction on how film is made. Have a film festival.
- Visual artists can teach skills to create a school project. (i.e. Mural of students art)
- Have cultural groups come and teach their culture through art, dance and music.
- Have students write stories that can be carried out on stage or puppet play.
- Have storytellers come and share their expertise. Students can write stories and do the same.
- Invite music artists to share their music. Have students create musical instruments.
- Create comic or cartoon stories of issues facing children today.
WHY the Arts change the Learning Experience:

* Research suggests that arts learning and integration help develop key cognitive skills needed for academic, social and emotional success
* Through art-integrated literacy instruction, students find reading and writing more meaningful and become better able to tell their own stories
* The arts reach students who are not otherwise being reached
* Achievement in science and technology is correlated with training in the arts

HOW the Arts change the Learning Experience:

* The arts encourage self-directed learning
* The arts promote complexity in the learning experience
* The arts raise the self-esteem of the child

Utah PTA Mission Statement

The Utah PTA will help every child realize his/her full potential and will:

**ADVOCATE** - Support and speak on behalf of children and youth

**INVOLVE** - Encourage positive
Utah PTA Art’s Education Grant

Thank for your interest in the Utah PTA Arts Education Grant. Applications are due February 1st and grants will be awarded up to $500 of 1:1 matching funds. Grant funds may be used by PTAs to collaborate with the community to create and/or increase the access to meaningful art experiences.

Planning Your Program

Please note that you are applying for money to be used in the following academic year. Successful applicants will be informed in May and two-thirds of the money will be disbursed during August with final third disbursed upon completion of the project and a final report given. As you plan, please involve your president-elect or other ongoing PTA officers who will implement the plans the next year. Please pick an area that relates best. These areas include Dance, Theatre, Music, Visual Art, Media Arts, and Literary Arts. Remember this is to be a PTA project, not a school project, nor an equipment purchase, nor funds for the purpose of solely purchasing art supplies for pre-purchased programs. (i.e. Great Artist, Meet the Master or similar programs)

As you plan your program and budget, you may find useful information on the Utah Arts & Museums website. Their website is https://heritage.utah.gov/utah-division-of-arts-museums. Here you can find a wealth of information about artists, usual salaries and also other grants for which you may wish to apply.

Areas For Grant Consideration: (Consideration may overlap multiple areas)

---Most ideas below could support creating in various Reflections categories.

**Dance:** Funds could be used to fund dance instructors and presenters, education of dance history, dance within the area to promote community engagement, education activities including choreography and performance, and dance projects of all sizes.

**Theatre:** Funds could be used for the production or presentation of traditional or classical repertoire, new plays and musicals, showcases, artist residencies, work for young audiences, experimental work, community-based work, outdoor historical dramas, and puppetry.

**Music:** Funds could be used to bring the power of music into the lives of children through the exploration of music through artists, engagement of music directly with students, music and movement, cultural music experiences, unconventional forms of music, composition, vocalization, and musical improvisation.

**Visual Arts:** Funds could be used for painting, sculpture, photography, printmaking, drawing, craft, and public art. It should demonstrate exceptional artistic exploration and meaningful thought to create a project either individually or on a larger school scale. Funds should not be intended for prepared programs and their materials.

**Media Arts:** Funds could be used to support the development, production, and distribution of projects that demonstrate media as art. Media arts includes screen-based projects presented via film, radio, audio, video, the Internet, interactive and mobile technologies, video games, and transmedia storytelling.

**Literary Arts:** Funds could be used to support students to write, revise, edit, publish, and perform their own creative writing. This could include presenters to exhibit such media as Poetry Out Loud or storytelling, and then have students expound on this new knowledge through oral presentation.
Fill Out The Application

Please fill out the application form as completely as you can. The available funds are limited and there needs to be a clear understanding of what your PTA would like to achieve. We will use the information on the first page to contact you about the grant as necessary. Applications will not be considered if incomplete or matching funds are not obtained.

When filling out the budget summary, please include ALL monies you plan to spend, not only the money you are requesting from the grant.

Attach a letter of support from the school administration concerning the planned art project. Up to $500.00 is available per school year with a one-to-one match.

Follow-up Activities

Two-thirds of the grant amount will be paid out in August. The remainder will be paid after the Utah PTA receives a brief evaluation and report of the completed program. The form for the evaluation and report will be sent with the initial payment.

If you have suggestions for streamlining the application and disbursement process, please share them with us. Send suggestions to kids@utahpta.org and be sure to include “Arts Grant” in the subject line.

The Utah PTA Arts Education fund receives funds from donors. You can help by contributing to the fund. Donations can be sent to: Utah PTA, 5192 S. Greenpine Drive, Murray, UT 84123-4604.

We wish you all the best as you plan and implement arts programs for our Utah children.

Utah PTA Arts Education
Grant Checklist

Please be sure the following items are submitted with your application:

☐ Contact Information (Lines 1-19)
☐ Questions (Lines 20-28)
☐ Grant Consideration Area (Line 29)
☐ Budget Summary (Lines 30-37)
☐ Signature Form
☐ Principal’s Letter of Support

Application must be postmarked by February 1st.
Money to be awarded in August for use the following school year.
Utah PTA endeavors to ensure children’s access to dance, music, theater and the visual arts in Utah public schools. Application must be postmarked by February 1st.

Money will be awarded in August for the following school year. If your school does not follow or complete the grant as approved, monies will need to be returned to Utah PTA by the end of the awarded school year.

Attach a letter of support from the school administration concerning the planned arts project. Up to $500.00 available per school year with a one-to-one match.

### PTA General Information:

1. Region ____________________________ 2. Council ____________________________
3. Name of PTA/PTSA ____________________________
4. PTA EIN Number ____________________________ 5. Date Bylaws Approved ____________________________

### School Information:

6. Name of School ____________________________
7. School Address ____________________________
   Street ____________________________ City ____________________________ State ____________________________ Zip ____________________________
8. Principal’s Name ____________________________ 9. School Phone #: ____________________________

### PTA President Information:

10. Name ____________________________
11. Home Address ____________________________
   Street ____________________________ City ____________________________ State ____________________________ Zip ____________________________
12. Home Phone # ____________________________ 13. Cell Phone # ____________________________
14. Email Address ____________________________

### Grant Writer’s Information:

15. Name ____________________________
16. Home Address ____________________________
   Street ____________________________ City ____________________________ State ____________________________ Zip ____________________________
17. Home Phone # ____________________________ 18. Cell Phone # ____________________________
19. Email Address ____________________________

<table>
<thead>
<tr>
<th>For Office Use Only</th>
<th>Date Application Received:</th>
<th>Membership Paid?</th>
<th>Bylaws Confirmed?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y / N</td>
<td>#</td>
<td>Y / N</td>
</tr>
</tbody>
</table>
Please answer the ALL of the following questions on a second, typed sheet

(Include PTA Name and Grant Writer’s Name on each additional page)

20. What are the arts education needs of the student body as determined by the PTA?

21. What are the school’s PTA goals and objectives?

22. A. Describe the arts education project for which the PTA is requesting funds and which area of grant consideration is applicable and why.

   B. Additionally, how the project will help the PTA achieve its goal and objectives.

23. Describe the time line for this project including when the project starts and when it will end.

24. Who and how many will benefit from participation in this project? (Grades, teachers, parents, community volunteers, etc.)

25. How will PTA measure and evaluate the impact/success of this project?

26. This grant is about PTA involvement *beyond* writing grants and raising funds. How will parents of the school be directly involved in this arts project?

27. If you are paying an artist salary, please give details about their qualifications and artistic experience. Please include a short bio and contact info.

28. Has your school received the Utah PTA Arts Education Grant previously? If so, what year?
## Budget Summary

Please identify ALL moneys for the program, not just the moneys requested.

<table>
<thead>
<tr>
<th>29. Check the Grant Consideration area that applies: (may overlap)</th>
<th>Dance</th>
<th>Theatre</th>
<th>Music</th>
<th>Visual Art</th>
<th>Media Art</th>
<th>Literary Art</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount Requested from Utah PTA Arts Education Fund ($500 Maximum)</td>
<td>Your Matching Funds (At least 50% of the total cost of project)</td>
<td>Matching Funds Source</td>
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<td>30. Artist Salary</td>
<td>$</td>
<td>$</td>
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<td>31. Travel, Lodging and Per Diem Costs</td>
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<td>32. Instructional Materials</td>
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<td>33. Art Supplies</td>
<td>$</td>
<td>$</td>
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<tr>
<td>34. Equipment Purchase or Rental (Kilns, sound equipment, lighting, musical instruments, etc.)</td>
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<td>35. Other (Please Specify)</td>
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<td>36. TOTAL</td>
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<td>(May not exceed $500)</td>
<td>(MUST match Request)</td>
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<td>37. GRAND TOTAL</td>
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<td>Amount Requested + Matching Funds =</td>
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$ ____________

Grant funds will be sent directly to the applying PTA. Two-thirds of the total will be paid in August and the final third upon completion of the project and the reporting process.

Final report is due June 1st of the following year.

If your school does not follow or complete the grant as approved, monies will need to be returned to Utah PTA by the end of the awarded school year.
# SIGNATURE FORM

Stamped or Proxy signatures NOT allowed

<table>
<thead>
<tr>
<th>Role</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>PTA President</td>
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<td>PTA President Elect (If Known)</td>
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<td>Grant Writer</td>
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<td>School Principal</td>
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<td>Artist (If Applicable)</td>
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Please remember to include a letter of support from the School Principal

Notification of panel decisions will be mailed at the beginning of May to the PTA President and Grant Writer using information from the first page of the application.

**Keep a copy of these pages for your records**

Mail application to:

Utah PTA-Arts Education Grant
5192 S. Greenpine Drive
Murray, UT 84123-4604