

## **PA/PTA Outreach Grants**

Ø The Department of Education is once again providing Parent Associations and Parent Teacher Associations (PAs/PTAs) with small grants for parent outreach. These grants can be used to support general parent outreach and increase parent involvement in our schools. Please note that only schools (i.e., not academies or programs) with functioning PAs/PTAs are eligible to receive grants.

### **Amount PAs/PTAs can receive under the grant program:**

- Schools with up to 500 students can receive \$200
- Schools with 501-1,000 students can receive \$300
- Schools with over 1,000 students can receive \$400

### **Process for receiving grant:**

- PA/PTA saves receipts for eligible expenses for parent outreach activities.
  - Eligible expenses **are limited to**: mailing costs, copying costs, refreshments for parent meetings, and transportation costs (e.g., Metrocards). Costs must have been incurred after September 8, 2005.
  - Original receipts from the vendor shall be submitted with the name of the vendor, date, and amount of the expense.
  - Receipts will be attached to a completed copy of a document which itemizes expenses and briefly describes activities. **Please refer to the Grant Expense Report Form.**
- When the PA/PTA **has collected enough receipts to reach the total amount of the grant** (e.g., \$200, \$300, or \$400) the PA/PTA President will submit them and the expense form to the principal or his/her designee (e.g., Payroll Secretary). The Parent Coordinator may not serve as the principal's designee on this matter. The PA/PTA will keep a copy of receipts and the completed form submitted to the principal/designee.
- The principal or designee will verify sufficient documentation of the expenses and eligibility of expenses. **The principal (not designee) will approve the expense form if sufficient eligible receipts were submitted with a completed template for the total amount of the grant.**
- Once the principal has approved expenses, the principal or a designee with access to FAMIS (e.g., school secretary) will:
  - Sign on to FAMIS using their existing user ID and password.
  - Click on the option named "PA/PTA Grants for Parent Outreach."
  - View the location of school and dollar amount school's PA/PTA is eligible to

receive based on ATS enrollment data.

- Click to confirm that sufficient eligible receipts were submitted to receive full amount of grant.

- Print confirmation page with reference number to keep as record.

- The principal/designee will also keep a copy of the receipts and completed paperwork for their records.

- The DOE will issue a reimbursement check made out to the school's PA/PTA. Checks will be sent to the attention of the PA/PTA President and should be received at the school address within 1-2 weeks after information is submitted to FAMIS.

- All PAs/PTAs are mandated by Chancellor's Regulation A-660 to maintain a checking account. **Checks will not be issued to individuals.**

- Where a PA/PTA does not have a checking account, they must work with the principal (or his/her designee) to establish one for the PA/PTA.

- **Please note that grants will not be increased beyond the amounts set by school enrollment, regardless of whether receipts submitted are above the grant level. In addition, only one check will be generated for the full amount of the grant; checks for smaller increments of the full amount will not be issued.**

- **Also note that expenses can be subject to audit. Therefore, if you are receiving reimbursements through Title I funds, be sure that you do not submit duplicate receipts for reimbursement through the PA/PTA Grant.**

GRANTS MUST BE PROCESSED BY JUNE 1, 2006.

Questions or problems with the FAMIS application should be directed to the help desk at 718 935-5100. Other questions about the grant program can be directed to the Office of Parent Engagement at 212 374-2323.