

## 2017 NCTA GRANTS PROGRAM

**Fall Closing Date: October 11, 2017**

**Funding Release Date: Last week in November 2017**

The Norfolk County Teachers Association has instituted a Grants Program for worthy projects. *Grants are awarded each fall* in the following three categories: Staff Development, Instruction, and Public Relations. **Fall grant applications are due by October 11th.** No grant will be awarded for a project that has already been completed prior to the approval date.

### **GOALS OF THE GRANT PROGRAM:**

1. To have a more active NCTA by offering valued additional services to members and their students.
2. To promote education to the general public.

### **EXAMPLES OF PROJECTS FUNDED:**

Student/Teacher recognition events, Bookmarks, Book Covers, Friends of Education Programs, Parade Floats, American Education Week Projects, Parents' Nights, Classroom Displays in Public Settings, Calendars with Student Art, Pro-education Bumper Stickers.

### **EXAMPLES OF PROJECTS NOT FUNDED:**

Grants will not be utilized to purchase supplies and materials that the NCTA thinks should be funded by the local school budget such as:

1. Textbooks, trade books, calculators, computer software or hardware, videos or DVD's, or other general supplies.
2. Transportation and entrance fees for field trips will not be funded.

### **WHO CAN APPLY?**

Any NCTA member may apply for an individual grant. If chosen, the recipient would receive a maximum of \$300.00.

## **CRITERIA**

1. All areas of the application must be filled out and signed by the appropriate people.
2. Only three categories are eligible for a grant:
  - A. Instruction
  - B. Staff Development
  - C. Public Relations
3. All grant requests being equal; those helping the most people will receive more consideration.
4. Individuals who have not previously received a grant will be given preference.
5. NCTA must be acknowledged for events held through these grants.
6. No grants will be awarded for projects that have already been completed.
7. Your local **NCTA Director's signature is required**. A complete listing of NCTA Local Association Directors and their contact information can be found on the NCTA website at [myncta.org](http://www.myncta.org) > About Us > Board of Directors. (You can also copy and paste this direct link into your search engine at the top of your page - <http://www.myncta.org/pages/ncta-board-of-directors>)

## **REIMBURSEMENT:**

Upon approval of the grant, the individual will receive 50% of the grant. When the project has been completed, proof of expenditures such as cancelled checks, receipts along with pictures, news articles, and/or a written report must be submitted to NCTA in order to receive the remaining 50%. (*Decisions regarding the discretion of grant applications funding remains the prerogative of the Norfolk County Teachers Association.*)

**All grants must be completed within one year of approval. No final reimbursement will be given without proof of expenditures, which must be received by NCTA within the one-year time frame.**

**2017 NCTA INDIVIDUAL GRANT APPLICATION FORM**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**CITY/TOWN:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBERS**

**PRIMARY:** ( \_\_\_\_\_ ) \_\_\_\_\_ **SECONDARY:** ( \_\_\_\_\_ ) \_\_\_\_\_

**SCHOOL:** ( \_\_\_\_\_ ) \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

**YOUR SIGNATURE:** \_\_\_\_\_

**NCTA DIRECTOR'S SIGNATURE (Required):** \_\_\_\_\_

**LOCAL ASSOCIATION:** \_\_\_\_\_

HAVE YOU RECEIVED AN NCTA INDIVIDUAL GRANT BEFORE?

\_\_\_ No \_\_\_ Yes If so, when? \_\_\_\_\_

**BE SURE TO COMPLETE ALL OF THE FOLLOWING REQUIRED INFO:**

**CIRCLE ONE:** This grant will be used for:

1. INSTRUCTION            2. STAFF DEVELOPMENT            3. PUBLIC RELATIONS

- Please print or type a brief description of your project and goals. List the grades, classes or student group that will benefit from this activity.
  
- Please explain how NCTA, you and your local association might be recognized.
  
- Give a detailed description of the estimated cost. Additional information may be included on a separate piece of paper. Samples of similar previous activities are helpful.
  
- Obtain your local NCTA Director's signature and sign the form.

STARTING DATE: \_\_\_\_\_

ENDING DATE: \_\_\_\_\_

Applications may be (a) mailed, (b) emailed, or (c) hand delivered by your local NCTA Director at the October 11, 2017, NCTA Full Board Meeting.

Please mail applications to address listed below.

Jim Holmes  
102 Dean Street  
Attleboro, MA 02703

[JHolmes@myncta.org](mailto:JHolmes@myncta.org)

NCTA Tel: (781) 986-5628;

NCTA FAX: (781) 986-5684

**Remember to apply early! Observe the deadlines!**

**All grants must be completed within one year of approval**

**GRANT ADMINISTRATIVE USE ONLY**

**DATE SUBMITTED:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**GRANT AMOUNT:** \_\_\_\_\_

**DATE APPROVED:** \_\_\_\_\_