

Seattle Council PTSA Grantmaking Procedures and Policy

1. SCPTSA offers grants in the following categories: Art, Family and Community Engagement, Title 1 Schools, and Leadership Development. Current grant applications and information are available to local PTA units at <https://scptsa.org/grants>
2. PTA units within the SCPTSA area are welcome to apply. PTA units may receive one grant in each category per school year.
3. The SCPTSA Board of Directors may serve as the Grantmaking Committee or a Grantmaking Committee may be appointed by the President with the approval of the Executive Committee.
4. The Treasurer shall communicate with grant applicants and forward any pertinent documentation to the Board.
5. Grant applications shall be reviewed, discussed, and voted upon at monthly SCPTSA Board Meetings and the decision will be reflected in the Meeting Minutes. A motion is not needed.
6. Grant applications must be received via email by the SCPTSA Treasurer 24 hours before the monthly SCPTSA Board Meeting in order to be reviewed at that month's meeting.
7. If a grant application is received and the funding is needed before the next scheduled Board Meeting, the Executive Committee may decide to create an online poll (ex: MS Forms, Google Forms, SurveyMonkey, etc.) in order to gather the Board's feedback and decision.
8. If using an online poll, the following must be in place:
 - a. A quorum of 10 board members must respond to the poll
 - b. A minimum of 48 hours of response time must be given
 - c. Options to partially fund, fully fund, and not fund must be included
 - d. A majority vote is needed
9. The Treasurer shall communicate the Board's decision to the Board of Directors and the applicant within 1 week of the final decision.