



PTHV Week 2022

Mini-Grant Application Guidelines

Introduction

Parent Teacher Home Visits is awarding five (5) schools/districts with up to \$1,000 each in grant funding to support local planning and implementation of National PTHV Week celebrations during the week of September 19, 2022. For this grant, your school/district must outline a brief plan to promote National PTHV Week as well as:

- Demonstrate how you will celebrate families and educators who prioritize building relationships of trust;
- Encourage educators and families to participate in as many home visits as possible; and
- Share the impact of your local home visit practice.

Application and Award Timeline	
March 23, 2022	Application window opens
May 18, 2022 @ 5 pm PST	Application deadline
June 8, 2022	Grant award notifications
July 1, 2022	Grant funds released to schools/districts
September 19-24, 2022	PTHV Week
October 19, 2022	Preliminary impact data and feedback survey due*
December 2, 2022	Grant expenditure deadline
December 16, 2022	Final report due**

* Data and survey are requested from all participating schools/districts, regardless of grant status. Data includes number of participating schools, number of participating educators, and number of home visits.

** Report includes documentation of how grant funds were used.

Application Information and Tips:

- Applications will be submitted through an electronic form accessed [here](#).
- Please check your application for spelling, grammar, and mathematical errors prior to submission.
- Ensure that your budget matches the activities described.
- Do not include sales tax in your budget. If shipping and handling fees are incurred, please include them as a line item in your budget summary.
- Use the following budget summary sample as a guide when preparing your budget. You will upload a PDF of your budget summary to the electronic application form.

Category	Item Description	Total Cost
Printing	PTHV Week Banners (3 @ \$91/banner)	\$273
Food	Catering (Coffee, Orange Juice, Donuts, and Bagels with Cream Cheese for 150 people)	\$675
	TOTAL	\$948

Terms & Conditions

- Schools or school districts that have employee(s) that serve on the Parent Teacher Home Visits Board of Directors or Staff are not eligible for a PTHV Week Mini-Grant.
- Parent Teacher Home Visits mini-grant funding supports activities/ expenditures not typically funded through entitlement grants or district's general operating budget. Below are examples of allowable and unallowable expenditures.
 - Allowable – Promotional materials (banners, posters, t-shirts, etc.); incentives and awards (certificates, gift cards, food, etc.); other materials and supplies
 - Unallowable – Salaries and stipends; alcohol
- Any non-consumable materials or equipment granted becomes property of the school district for PTHV-related use.
- Parent Teacher Home Visits reserves the right to fund a grant, either fully or partially, depending on available resources.
 - Proposals will be selected based on the following criteria: number of participants, impact of activities, quality of planning, and financial soundness.
- Awards will be made directly to schools/districts. They will not be made to individuals.
- All awarded funds must be expended by Friday, December 2, 2022.
 - If the full amount of the grant awarded is not utilized, the balance of the funds must be returned to Parent Teacher Home Visits along with a reconciliation sheet.
 - If proposed plan is not implemented and funds not expended, all funds must be returned to Parent Teacher Home Visits and an email be sent to the Executive Director, Gina Martinez-Keddy, at gina@pthvp.org detailing the extenuating reasons.
- Grant recipients will submit documentation as to how grant funds were spent as well as provide a brief summary of implementation and impact of funded activities (250 words max).

SUBMIT APPLICATION