



USPTA Grant Application

Organization information

Name of requesting organization or person _____

Address _____

City _____

State _____

ZIP _____

Telephone _____

Fax _____

Primary contact and title _____

email address _____

Request/project description

Grant request: \$ _____

Period grant will cover: from _____

to _____

Project title: _____

Total project budget: \$ _____

Type of request: _____

Total organizational budget: \$ _____

Starting date of fiscal year: _____

Summarize the organization's mission (two or three sentences):

I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.

Signature of person completing grant application _____

Date _____

Applications must first be approved by a USPTA Division before being submitted to the USPTA World Headquarters for final review by the Foundation Committee.

Division: _____

Division comments: _____

Division president's signature: _____

Divisions should mail, fax or email this application, narrative and all other requested information to USPTA, 3535 Briarpark Drive, Suite One, Houston, TX 77042, (713) 978-7780, or uspta@uspta.org.



Grant Application Narrative Outline

Please provide a detailed narrative, following the outline below, explaining your reasons for requesting this grant. If a particular section is not applicable to your request, please indicate.

I. Organizational background

- A. Organization history, mission and goals
- B. Current programs, activities and accomplishments
- C. Responsibilities of the board, staff and volunteers

II. Purpose of the request

- A. Program details

III. Process

- A. Task and timetable for key staff executing this effort
- B. Task and timetable for key organizations involved in this effort
- C. Target population and how they will benefit
- D. Target population's involvement

IV. Evaluation plan

- A. Primary evaluation
- B. Assessment methods and stakeholder involvement

V. Sustainability

- A. Other resources and support