

ARLINGTON CCPTA-PTA COLLABORATION INITIATIVE (CPCI) GUIDELINES

MISSION AND PURPOSE:

The Arlington County Council of PTAs (CCPTA) partnered with Arlington's PTAs to establish the CCPTA-PTA Collaboration Initiative (CPCI) in 2015. The CPCI provides targeted financial grants to those Arlington public schools in need of funding to accomplish specific, limited goals that have not been funded by County or private sources.

The CCPTA fully supports the goal of Arlington Public Schools "to instill a love of learning in its students and prepare them to be responsible and productive global citizens," as outlined in its current strategic plan. The CPCI specifically supports the goal to provide greater equality and equity in academic experiences and opportunities across schools by enabling those PTAs with sufficient funds to help those schools lacking financial resources. The CCPTA encourages collaboration among schools, particularly when those efforts reach and support more students than any one school could support individually.

Why do we need such a program in Arlington County? Unfortunately, significant economic and racial segregation continues to exist in our community and continues to create disparities across our County and our schools. Arlington PTAs spent around \$2 million in the 2017-2018 school year, funds that were not spent equally across our schools. PTAs can have a significant impact either by exacerbating or by addressing funding inequities among our schools.

The goal of CPCI is to encourage equal access to academic experiences and opportunities. The fund has supported literacy initiatives, field trips, outdoor space initiatives, and sensory tools and flexible seating. APS students are 53% students of color, 30% economically disadvantaged, 18% English language learners, and 18% students with disabilities. While disparities are certainly an issue APS should be addressing, it is also an issue every PTA should be considering: how we serve our students, how we work to be inclusive, and how we advocate for equal access and equity in our school communities and at the County level.

STRUCTURE:

A CPCI Committee has been established to manage the grant awards, evaluate applications, and make recommendations to the CCPTA Executive Board. The CPCI Committee will be made up of 3-10 members, two of whom will be the CCPTA Treasurer and the CCPTA Special Projects officer. The Committee Chair can, as needed, recruit additional group members from Arlington PTAs, who will contribute to evaluating applications, updating CPCI documents, encouraging donations, and communicating the group's efforts. Members of the Committee must be PTA members for insurance purposes.

DONATIONS:

Arlington PTAs are invited to contribute funding to the CPCI, preferably in September or January of each year, although funds can be accepted anytime. PTAs may contribute by contacting the CCPTA Treasurer (ccptatreasurerarlington@gmail.com), who will provide instructions on how to easily transfer the funds. The CCPTA will add this donation to the CPCI line of its budget and the funds donated will be used exclusively to fund CPCI grant awards. PTAs that choose to contribute will be acknowledged and thanked on the CPCI website and other media platforms.

ARLINGTON CCPTA-PTA COLLABORATION INITIATIVE (CPCI) GUIDELINES

APPLICATIONS:

PTAs or APS staff members representing schools with unmet needs are encouraged to submit an application to the CCPTA (ccptacpci@gmail.com) requesting funding through the CPCI program. The application, as detailed below, must specifically identify the way the funds will be used to benefit their students. For example, a school might request funding to take students on a field trip to a regional historical site or to purchase books for classroom libraries, when those needs have not been met by County or other funding sources. Applications for funds related to permanent facilities-related expenses will not be accepted and applications related to technology purchases will be reviewed very carefully and in consultation with APS. All applications must be approved by the principal at the applying school (either by signature on the form or via email). Principals must also explicitly accept responsibility for storage and maintenance of any material goods purchased with CPCI grant funds, as those items become the property of the school at which the grant was received.

Application Period: Applications can be submitted throughout the year. The CPCI Committee reviews and awards grant applications twice each year, in November (our primary grant period, for grants awarded in December) and in February (if funds are available, for grants awarded in March). Applicants will be notified of the decision of the CPCI Committee once those reviews are complete and approved.

Evaluation Process: The CCPTA's CPCI Committee will review each grant application on its merits, consider the available funds, and forward its recommendations to the CCPTA's Executive Committee for approval. Grants will generally be in the range of \$500-\$2,500. In some cases, the CCPTA's Executive Committee will approve the request, but at a lesser dollar amount than that requested.

Award Guidelines (unless special arrangements are made with the CCPTA Treasurer ahead of time):

- All funds awarded are expected to be spent within the school year in which they are granted.
- The grant recipient must submit a check request with receipts attached to the CCPTA Treasurer within 30 days of the award being made (by January for December awards, by April for March awards). If more time is needed, please coordinate directly with the CCPTA Treasurer.
- Once an award is made, if any of the details of the grant project change or need to be adjusted, the grant recipient must communicate with the CPCI Committee about these changes so that the revisions can be reconsidered by the CPCI Committee. If your project has changed, please consult with the CPCI Committee before making any purchases, or there may be a risk of your expenses not being covered by the grant award.
- A report of the impact the grant funding had on the program/school/students is very helpful for determining the impact of our program. Grant recipients are invited to attend a CCPTA meeting after their grant project/event is completed and/or to write up their feedback to be shared with all of our PTAs and donors.
- Schools/programs that do not carefully follow these guidelines risk having future applications to the CPCI grant fund rejected.

Repeat Applications: When repeat applications are received for proposals that have been funded by a CPCI grant in the past, CPCI Committee members will offer to coordinate with the applicant PTA/school to seek alternative sources of funding and to encourage collaboration with other schools/programs or community organizations. The CPCI Committee considers part of its purpose to be to help

ARLINGTON CCPTA-PTA COLLABORATION INITIATIVE (CPCI) GUIDELINES

PTAs/schools/programs build their fundraising/resources in a way that ongoing program budget items can be covered without relying on CPCI grant funds.

How to Apply:

- a. The PTA/school should identify the unmet need (ideally in coordination with each other).
- b. Proposals should provide the following information:
 1. School name
 2. Contact name for the request, including phone number and e-mail address
 3. Name of the school principal
 4. Title for the request (such as "4th Grade Poetry Contest")
 5. Dollar amount requested
 6. Detailed description of how the funds requested would benefit the students, including the number of students who will benefit, and an itemized listing of the anticipated expenses.
 7. Include a planned timeline for the proposal (i.e., for the 4th Grade Jamestown field trip buses: November 2018: Submit proposal to the CCPTA/CPCI; December 2018: grant awarded by CCPTA; Early February 2019: take the field trip, obtain receipts; Late February 2019: submit all receipts with check request and a short written summary of the event to the CCPTA; early March 2019: receive check from CCPTA to reimburse expenses).
 8. A description of why the educational need has not been met by other funding sources, such as the Arlington Public Schools budget.
- c. All proposals must be approved by the school's principal before being submitted, with proof of this approval submitted together with the application (such as a signature on the application or forwarding an e-mail from the principal stating his/her support).

The Grant Application Form and current Guidelines are posted on the CCPTA website at <https://ccpta.apsva.us/cpci/>. The CPCI Committee can be contacted at ccptacpci@gmail.com. The CCPTA Treasurer can be contacted at ccptatreasurerarlington@gmail.com.

ARLINGTON CCPTA-PTA COLLABORATION INITIATIVE (CPCI) GUIDELINES

GUIDELINES FOR THE CPCI COMMITTEE:

The CPCI Committee will follow the process outlined below **regarding applications:**

- a. Advertise and remind of the approaching application period one month before the deadline, two weeks before the deadline, and 4-5 days before the deadline.
- b. Acknowledge receipt of each application, informing the applicant of the timing of next steps and requesting any additional information that might be missing (principal's signature, etc.).
- c. The Committee Chair will circulate the applications and any supporting material via Google Drive to the Committee members for their review within a week after the submission deadline. The Committee members will then review the applications and communicate any questions that arise to the Chair, who will then follow up with the applicants for any needed clarification.
- d. Once any clarification or additional information about the applications is obtained, the Committee will evaluate the applications as a group (ideally at an in-person meeting) before the next CCPTA meeting, considering the following factors (in no particular order):
 1. Budget – can we cover all applications received?
 2. Compliance – does it meet the guidelines and purpose of the grant fund? Does it comply with PTA and IRS policies about how CPCI money can be spent?
 3. Does it include any level of collaboration or matching funds?
 4. Has the specific request been funded before?
 5. Has the school/program received grant funding before?
 6. Does the application clearly state the proposed purpose and actions to be taken?
- e. Committee members may provide any thoughts or feedback to the group during the application evaluation process. However, any Committee member who is associated with the applicant school or program will not cast a vote in deciding whether to fund that application in order to prevent any appearance of a conflict of interest.

The CPCI Committee will follow the process outlined below **regarding raising funds:**

- a. Encourage Arlington PTAs to contribute to the CPCI fund as their budgets allow, ideally by creating a recurring budget line item when possible.
 1. Respond personally to each donation and acknowledge the PTAs/that have donated to the fund each application term.
 2. Circulate the grant summary each application term to show specific examples of the types of grants that have been awarded and how the money is being used to address PTA funding inequities in our community.
- b. Reach out to community organizations and individuals who might want to donate to the CPCI fund on a one-time or ongoing basis. Follow the same steps outlined above.