



**PMTA LOCAL ASSOCIATION
MATCHING GRANT PROGRAM
2016-2017 Guidelines**
Revised 2016

PURPOSE: To provide assistance to PMTA local associations for the educational and professional development of teachers, as well as promoting music education. Projects must take place between August 1, 2016 and July 31, 2017. Application deadline is July 1, 2016.

ELIGIBILITY: Any PMTA local association may apply. Past grant recipients are eligible to receive grants.

GRANT AWARDS:

- Grant Awards will be limited to workshops, lectures, master classes or recitals.

GRANT AMOUNTS:

- PMTA will provide a maximum of half the clinician's all-inclusive fee up to \$500 as a reimbursement after the event.
- All other costs not associated with the clinician's all-inclusive fee will be financed by the local association.
- Only one award will be given in the case of several LA chapters pooling resources to hold a larger scale event.

The committee reserves the right to:

- Award an amount less than requested when deemed appropriate.
- Decline a grant request if complete information is not provided.



**PMTA LOCAL ASSOCIATION
MATCHING GRANT PROGRAM
2016-2017 APPLICATION PROCESS**

1. Submit a PDF attachment via email to info@pamusicteachers.org with “LA Grant Application” in the subject line. All information listed on the following page must be included in the application in the order it is listed. Supporting documentation for presenter(s) should be included at the end of the document. Applications will NOT be considered without complete information.
2. Application deadline: July 1, 2016. Late and/or incomplete applications will not be considered.
3. Local Association Grant Chair will confirm receipt of applications.
4. Applicants will be notified of the committee’s decision no later than July 15, 2016.
5. Award decisions will be made solely on the basis of the application and supporting materials submitted. It is the responsibility of the applicant to make a clear case for the request and to provide materials in support of the request.
6. Applicants are required to include a statement of recognition of PMTA in programs, advertisements, and other project-related publications (for example – This program funded in part by PMTA).
7. A PMTA Funding Request Form must be submitted to the LA chair upon completion of the project.

CERTIFICATION AND STATEMENT OF ASSURANCE

The applicant hereby certifies that: (1) The information contained in this application is truthful and correct; (2) The funds, if granted, will be used only for the purpose described in this application; and (3) The applicant will comply in all respects with the program guidelines for this grant and acknowledges that failure to do so may necessitate repayment of all grant funds



**CHECKLIST FOR
PMTA LOCAL ASSOCIATION
MATCHING GRANT PROGRAM**

I. Application Information

- 1. Local Association: _____
- 2. LA President: _____
- 3. Project Director: _____
- 4. Project Director/Contact Person: _____
email address and phone number: _____

II. Project Information

Title of event: _____

Date of Proposed Event: _____

Description of event: _____

Primary Presenter(s) of event: (Please attach concise biography)

III. Financial Information

Income:

PMTA grant request amount: _____

Expenses:

Artist/Presenter(s) fees: _____

Artist/Presenter(s) travel & meal expenses: _____

Please attach any pertinent documentation.