



**PMTA LOCAL ASSOCIATION  
MATCHING GRANT PROGRAM  
Guidelines  
Revised 2021**

**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<sup>st</sup> of the application year and August 1<sup>st</sup> of the following year. Application deadline is July 15<sup>th</sup>.

**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:**

- The Board of Directors will determine grants annually.
- 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  
APPLICATION PROCESS**

1. Submit a PDF attachment via email to [information@pamusicteachers.org](mailto:information@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 15th. 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 August 1<sup>st</sup>..
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. Upon completion of the project, the Local Association will submit to the LA Grant Chair:
  - a. A PMTA Funding Request Form

**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**

**I. Application Information**

1. Year of Application: \_\_\_\_\_
  2. Local Association: \_\_\_\_\_
  3. LA President: \_\_\_\_\_
  4. Project Director: \_\_\_\_\_
  5. 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 )**

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**III. Financial Information**

**Income:**

PMTA grant request amount: \_\_\_\_\_

**Expenses:**

Artist/Presenter(s) fees: \_\_\_\_\_

Artist/Presenter(s) travel & meal expenses: \_\_\_\_\_

*Please attach any pertinent documentation.*