



Beacon Hill PTA 6.15.42

Grant Writing Chair

The **Grant Writing Chair** is an appointed position, approved by simple majority vote at a board meeting in the spring or the general membership meeting. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable. This position held by Era Schrepfer in 2010/2011 and 2011/2012.

Duties and Responsibilities

- Support board and fundraising chair to identify 2-4 grant funded program priorities for the coming year.
- Work with other members of the board, fundraising committee, and other volunteers to search for opportunities that fit fundraising priorities.
- Write grant proposals and train additional grant writers to use boiler plate language.
- Communicate with the board about appropriate funding opportunities that fall outside the identified priorities but might be of value or interest to the school community.
- Maintain a list of funding opportunities that might be appropriate for future years.
- Support parent or teacher-led grant funded (non-sponsored) initiatives when possible with advice, grant research, preparation, and proofreading.
- Communicate with the board regarding funding awards, follow-up requirements, and project status.