



# SPECIAL PROJECT PROGRAM

HVPTO's Special Project Program offers funding to HBCSD teachers, staff, administration, parents and students for new and unique scholastic supplies, projects and programs.

HVPTO supports diverse academic subjects and encourages applicants to submit proposals designed to enhance classroom practices, stimulate student interest and add measurable value to the current curriculum, to the campuses and/or to the overall students' experience at HVS. The proposed project should represent a prudent fiscal investment with a clear budget that itemizes costs and identifies any additional sources of support (if any).

HVPTO Special Projects are available to fund projects that fall outside the scope of HVPTO's Teacher Grant program.

Decisions to award funding for a Special Project will be based upon this application and other requests received by the Executive Board. The criteria for review are determined by HVPTO's available funds, balance across grade levels, and across content areas.

All completed applications must be pre-approved by the site Principal and by the District Superintendent. Completed applications must be received prior to the encumbrance or expenditure of any funds. We respectfully request that applications are submitted at least two (2) weeks prior to the event/project/funds being required.

For the 2023-2024 school year, Special Project Applications will be accepted from 7/1/23 - 3/15/24 or until the allocated Special Projects Funds for the 2023-2024 school year are depleted. For early consideration prior to summer break, post-dated applications must be received by June 15, 2023.

## **HVPTO Special Project Applications should include the following:**

- Completed Special Project Application cover page
- Explanation of the Project request, including subject and/or content covered by the proposal and how it will improve current practices or enhance the student educational experience
- Estimated timeline of proposal noting the onset, execution period and completion time for proposed activities and communication plan summarizing staff training (if applicable)
- District Requisition Form and/or itemized budget (include all expenses such as product purchase costs, labor and installment costs, shipping/handling, sales tax, etc.)
- Any other possible funding that the program has/will receive; including prior grants, pending requests from HVPTO, or other additional sources
- Send completed application to your site principal for approval
  - Principals will send to District Office for Superintendent approval
  - D.O. will send to [president@hvpto.com](mailto:president@hvpto.com) for HVPTO discussion and vote
- HVPTO President will inform principal, D.O. and teacher of the Application Status after the HVPTO Executive Board votes.

**Questions:** [president@hvpto.com](mailto:president@hvpto.com)



# SPECIAL PROJECT APPLICATION

## COVER SHEET

Project Title:

Applicant Name(s):

Email:

Phone:

School Site:

Grade(s):

Number of Students to Benefit:

Amount of Request:

Term/Dates of Project:

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Principal Signature: \_\_\_\_\_ Date:

Superintendent Signature: \_\_\_\_\_ Date:

Review Comments:

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*Executive Board Discussion Date:*

*Status:*



# SPECIAL PROJECT APPLICATION

Explanation of Grant Request