



# TEACHER GRANT PROGRAM

HVPTO's Teacher Grant Program offers one-time grants to HBCSD teachers and staff, by grade level or department.

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. 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 Teacher Grants are designed to fund materials, subscriptions or fees for projects, programs or activities for a one-year period. A grant may be approved to pilot a program or educational resource that has recurring annual costs. However, if such a pilot program is deemed successful and continuation is desired, the teachers and administration, with the assistance of the HVPTO, will need to determine a source for long-term funding outside of the grant program.

Decisions to award Grants will be based upon this application and other requests received by the Executive Board. The criteria for review is 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 by HVPTO 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.

This application window for the 2024-2025 school year runs from 7/1/2024 - 1/10/25 for each grade level/department to submit one request. If additional funds remain after January 10th, the deadline will be extended through March 15th with the option of grade levels or individual staff submitting additional requests.

For early consideration prior to summer break, post-dated applications must be received by HVPTO by June 10, 2024.

## **HVPTO Teacher Grant Applications should include the following:**

- Completed Teacher Grant Application cover page
- Explanation of the Grant 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)



# GRADE LEVEL/DEPARTMENT TEACHER GRANT PROGRAM

## COVER SHEET

Project Title:

Applicant Name(s):

Email:

Phone:

School Site:

Grade(s)/Department:

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:*



# GRADE LEVEL/DEPARTMENT TEACHER GRANT PROGRAM

Explanation of Grant Request

A large, empty rectangular box with a black border, intended for the teacher to provide an explanation of their grant request.