



TEACHER GRANT PROGRAM

HVPTO's Teacher Grant Program offers one-time grants to HBCSD teachers and staff in amounts ranging, on average, from \$100 to \$3,000 for new and unique scholastic 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. 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.

This school year's application window is from 5/15/18 -- 1/7/19 for each grade level to submit one request. If additional funds remain after January 7th, the deadline may be extended through March 15th with the option of individual grade levels submitting additional requests. All completed applications must be pre-approved by the applicable site Principal and supported by the District Superintendent.

HVPTO Teacher Grant Applications should include the following:

- Completed Teacher Grant Application cover page (provided)
- Explanation of the Grant request, including: subject and/or content covered by the proposal and how it will improve current instructional activities or enhance 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 HBEF grants, pending requests from HVPTO, or other additional sources
- Pre-Approval signature of Principal

At the conclusion of the grant period, successful applicants will be asked to provide feedback by completing an evaluation of their project.

Questions: Lisa Vargas Gardner | president@hvpto.com



TEACHER GRANT APPLICATION

Please submit this cover sheet with the grant application to Principal.

Project Title: _____

Applicant Name(s): _____

Email: _____ Phone: _____

School Site: _____ Grade(s): _____

Number of Students to Benefit: _____

Amount of Request: _____

Term/Dates of Project: _____

Principal Signature: _____ Date: _____

Principal/HVPTO Comments: _____

Executive Board Discussion Date: _____ *Status:* _____