



HICKORY CREEK ELEMENTARY

Parent Teacher Organization

HCE Teacher Grant Request

Criteria for Teacher Grants

- The lead teacher of each grade level can submit a grant request no sooner than the 1st day teachers report to work for the school year. Multiple grants can be submitted by each grade so long as they fall within the budgeted amount.
- We recommend that the designated grant amount per grade level benefit the entire grade level
- Grants are to be approved by the principal to ensure other sources of funding are not available or appropriate
- A request for a grant cannot include trainings or travel expenses
- Checks will no longer be administered without first attempting to have PTO purchase the item(s). This is in order to have PTO file necessary receipts/paperwork for annual audit.
- Grant money cannot be rolled over to a subsequent school year. All grant requests must be made and fulfilled one week before each quarter closes. Any remaining grant money will be forfeited.
- All items purchased become the property of HCE PTO and are to stay at the site for which the items were purchased. Books/publications should be registered through the HCE Library.

Date of request: _____

Grade level/ESE/Resource: _____

Name: _____

Phone number: _____

Email address: _____

Amount of request: _____

Date funds required: _____

Please explain how the grant will be used. Include specifics such as what should be purchased, any measured outcomes and why additional funding support is needed.

Requestor signature: _____

Lead Teacher signature: _____

Principal Signature: _____

[] Approved or [] Denied

HCE PTO USE ONLY:

[] Approved / Amount: _____

[] Denied

PTO President signature: _____

PTO Treasurer signature: _____