

EAGLE PRIDE PTO TEACHER GRANT PROCEDURES & GUIDELINES

Through dedicated fundraising and budgeting, Eagle Pride PTO is offering an opportunity to apply for grants to help cover additional staff or classroom needs not met by the annual school budget.

Grant Process:

Grant applications can be found on the PTO website (www.eaglepridepto.com) or may be requested via email (rmjhpto@gmail.com). Submitting an application is considered a *REQUEST FOR FUNDS* only. All grant requests must be approved by the PTO membership before money will be distributed or expenses will be reimbursed.

Eagle Pride PTO will have 8 monthly grant cycles (August - March) over the 2021-2022 school year. Grant requests must be submitted to the PTO via email (rmjhpto@gmail.com) by the 15th of the month. Decisions on grants received by the 15th of the month will be made by the end of the month and communicated to the requestor.

The Eagle Pride PTO Board President and School Principal will conduct an initial review of requests to determine if grant guidelines have been met. If so, grant requests will then be presented to PTO general membership for approval. Approval must be supported by a majority of the Eagle Pride PTO membership participating in the vote. The Board will provide the applicant with a full approval/partial approval/denial of the grant or other feedback by the end of the month in which the grant was reviewed.

Eligible Applicants: Ronald E. McNair Junior High Staff and Teachers.

Criteria: Grant programs will have a positive effect on students, support innovative and creative teaching strategies, and/or contribute directly to improved student achievement. In the form of:

- Curriculum Enhancements
- Extracurricular Activities
- Technology and Infrastructure
- School Assets

The following requests will not be considered for funding: sales tax, multiple year funding, teacher stipends, teacher travel expenses, or substitute teacher pay.

Amount: Up to \$500 for a club, class or staff team; or up to \$1,500 for a department or grade level. Exceptions may be considered on a case by case basis.

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Requirements:

- Requests need to have already gone through the appropriate school/department funding process.
- Requests should not be for items/services already provided by the school.
- All assets purchased shall become property of Ronald E. McNair Junior High.
- Each club, class, staff team, department or grade level, may submit one grant application per semester. Additional requests may be considered on a case by case basis.
- Grant requests should be limited to projects or items that promote the educational, cultural, and healthy development of Ronald E. McNair Junior High students and/or staff.
- All granted funds must be spent for the specific purpose outlined in the grant request.
- The grant requestor is to provide all pertinent documentation to support spending of granted funds.

Reimbursement Procedures:

For asset purchases (ex: hardware/software, trophy case, sound equipment, etc.) all Alvin ISD Purchase Order (PO) requirements must be met. Once the PTO receives an Alvin ISD PO from an Alvin ISD approved vendor, the PTO will issue a check to Ronald E. McNair JH to cover the approved grant amount.

Some purchases, other than assets (ex: student transportation costs, etc.), may have to go through the Alvin ISD PO process as well. In those situations, the above procedures will also be followed.

For all other purchases (ex: supplies, tickets, t-shirts, etc.) all receipts and invoices need to be submitted along with the PTO Reimbursement Form before grant money is disbursed.

Standard PTO check writing procedures will be followed for all purchases.

Any questions regarding the Teacher Grant Program can be directed to rmjhpto@gmail.com. Whether you seek to take advantage of this grant program or not, we encourage you to join our PTO and be a part of this worthwhile organization.

Thank you for all that you do! We look forward to receiving your grant requests.