



HICKORY CREEK ELEMENTARY

Parent Teacher Organization

HCE Teacher Grant Request

Criteria for Teacher Grants

- Multiple grants can be submitted by each grade so long as they fall within the budgeted amount, but they should only be submitted by the lead teacher.
- 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 by April 30, 2024. 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: _____ Email: _____

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: _____ Principal signature: _____

HCE PTO USE ONLY:

[] Approved / Amount: _____

[] Denied

PTO President signature: _____ PTO Treasurer signature: _____

Updated October 2023