

Teacher Grant Basic Instructions for Application

1. Teacher downloads, prints, and completes all necessary forms (ideas included).
2. Teacher “turns in” all forms to Building Administrator (B.A.).
3. B.A. will review project. If funds are available they will be provided and Teacher will not be expected to complete and submit an evaluation form for the Foundation.
4. If B.A. cannot locate funds, he/she will sign the application to verify having seen the project, and return the application to the Teacher/Personnel responsible for the project.
5. Teacher/Personnel must then submit application to the Foundation.
6. Foundation will either approve or not approve the project, and will notify the Teacher/Personnel using contact information provided.
7. Foundation will purchase specific items, not issue checks, and distribute them to Teachers/Personnel.
8. Teacher/Personnel is responsible for submitting evaluation and all necessary documents
listed following the funding of his/her project.