

Hickory Grant Guidelines

The following explains the guidelines/process for Hickory grant submissions for the 2021-2022 calendar year. If you require additional information, please contact the Hickory PTO Grant Chair: Chelsea Ostermeyer (chelseaosells@gmail.com)

- Eligible Applicants:** All Certified Teachers at Hickory Elementary School.
- Grant Criteria:** Grants need to have a positive effect on students, support innovation and creative teaching strategies, and/or contribute directly to improved achievement.
- Grant Size:** Up to \$250 to an individual teacher and up to \$250 per teacher group (i.e. an entire department, grade level, or other significant school-based project). Specials Teachers are eligible to receive \$500.00.
- How to Apply:** Only one application per individual per year; however, an individual can also be part of a collaborative grant request. You can access the Hickory Grant Form on the S drive/Teachers/PTO Grant Guidelines and Application. Instructions are available on the form itself for completion.
- Grant Process:** The Hickory PTO Board will review requests on a monthly basis. The board has set the budget amount for grants to be funded annually. If approved, grants will be paid for by filling out the Hickory Grant Form. Standard PTO payment procedures apply. *Once the grant is approved the teacher will have 30 days to order the materials. After the 30 days, the grant will be invalidated if materials are not purchased or the teacher hasn't communicated with the PTO asking for a time extension. **All materials purchased are property of Hickory PTO. If for some reason the teacher leaves Hickory the materials purchased through PTO must stay at Hickory.*
- Out of Scope Grants:** The following grant request will not be considered for approval:
- Multiple Year Funding
 - Teacher Stipends
 - Teacher Travel Expenses
 - Substitute Teacher Pay
 - Funding on a pre-existing project