

- ❶ Recommend to the board of Directors when to announce for grant applications.
- ❷ Develop and distribute the *Guidelines for Grant Applications* and the grant applications.
- ❸ Prepare and distribute announcement(s) for grant application to school campuses, the Administration Building in the Port Neches-Groves School District, and other appropriate locations.
- ❹ Send a letter of acknowledgment to those applying for a grant.
- ❺ Evaluate grant applications according to the criteria listed in the *Guidelines for Grant Applications*.
- ❻ Recommend selected grants for approval by the Port Neches-Groves Educational Foundation Board of Directors. Provide a summary of selected grant projects to the Board.
- ❼ Work through the Port Neches-Groves Independent School District to order materials and/or equipment granted.
- ❽ Work with the Public Relations Committee of the Port Neches-Groves Educational Foundation to deliver awards to recipients.