



Guidelines for Grant Recipients

Innovative Teaching Grants Program

Project Implementation

- Document the implementation of project (i.e., photos, videos, samples of work).
- Complete project by May 1.
- Submit End of Year Report to Foundation office by last day of school.

Fiscal Responsibility

- Expend funds (orders submitted) by January 31.
- Use funds for intended purposes as specified in grant application.
- Adhere to district purchasing policies.
- Submit documentation (i.e., invoices, receipts, paid bills) to campus purchaser (i.e., secretary).

Receiving and Using Grant Funds

- Funds are deposited into campus activity accounts designated for Foundation grant projects.
- Work with campus purchaser (i.e., secretary or department chair) for ordering and purchasing.
- All purchased equipment and/or materials to remain property of Pearland ISD.

Appreciation Packet

Showing gratitude and sharing the impact of innovative teaching grants is essential to cultivating supporters and raising funds for future giving. All grant winners are **required** to submit an **Appreciation Packet** by the last day of school. Please refer to *Appreciation Packet* instructions for detailed information.

Other ways to share your grant project include:

- Notify Foundation office of opportunities to observe/participate in project implementation.
- Collaborate with Foundation office to submit a press release to local media outlets.
- Share outcomes with other teachers, district administrators, or Foundation Board of Directors.
- Send a parent letter about your grant, explaining how your project will impact your students.
- Write an article about your project for your campus newsletter.
- Tell your friends, neighbors, and fellow Pearland ISD colleagues.

Grant Transfer Policy

- Requests for grant transfers (i.e., funds, equipment, materials) require approval from Foundation Board of Directors and campus principal / department director.
 - If a grant recipient transfers to another school within the district, the recipient may transfer the grant project, provided the transfer is to a compatible subject / grade level and is approved accordingly.
 - If project is part of a group project and/or supported by campus funds, the project to remain at the school awarded the grant.
 - If grant recipient leaves the district, project and funds cannot be transferred. At the discretion of principal and Foundation Board of Directors, the award may be transferred to another teacher.
 - Any disputes may be resolved by the Foundation Board of Directors.

Questions? Contact Reesha Brown, Education Foundation Director, at brownre@pearlandisd.org or 281.997.4987.