



Gary L. Herod  
Parent Teacher Organization  
5627 Jason St., Houston TX 77096  
www.herodpto.org

**2020-2021 Grant Application**

This grant is on behalf of:

An individual teacher or staff member \_\_\_\_\_ Grade Level/Switch Partner \_\_\_\_\_

Requesting Teacher or Staff Member \_\_\_\_\_ Grade: \_\_\_\_\_

Total Amount Requested \_\_\_\_\_

Vendor (S) \_\_\_\_\_

Are the materials only available from one vendor? Yes \_\_\_\_\_ No \_\_\_\_\_

**Grant Procedure:** Please describe in an attached typed statement your funding request and address how it would benefit the students of Herod Elementary. You may include any information about the academic, athletic, artistic, social or safety needs of our students etc. that would help the committee better evaluate your request. Please include information on the number of students impacted. The grant committee is particularly interested in learning how the requested items would improve classroom instruction or enhance the student community's overall well-being.

Please also attach any supporting documentation. For items without a proprietary vendor, we require multiple quotes (3) if possible. If you are requesting more than one item, please make sure you list unit costs and the number requested of each item. We are looking for concise but complete application with all supporting materials included.

**Limitations & Further Information:**

- Each grant will be evaluated on its merits and its direct impact on student learning and life at Herod. Our preference is for hard assets that will benefit multiple years of students, rather than something with a shorter life. However, you are invited to apply for any items you feel strongly about and for which you can make a case. We will attempt to fund as many requests as possible but it may be that there are not enough funds to approve every request. In that event you may resubmit in the future.
- If items will be charged shipping by a vendor, you MUST include shipping costs as part of your grant expense.
- The PTO will not reimburse sales tax.
- Technology will not be considered as it is covered under a specific budget line item.
- We will not fund travel.
- Items purchased with PTO funds become school property.
- Please turn in your complete application in a sealed envelope in the PTO mailbox by 4 pm on Thursday the first week of each month. For example the applications to be reviewed October 15 should be submitted by Thursday, October 8th. The applications for the 2020-2021 school year will be reviewed September 27, October 15, November 12, December 10 (applications turned in by November 19th), January 14 (applications turned in by January 7), February 11, March 11, and April 15.
- Applicants will be notified of the status of their application by the following Monday. Purchasing may begin after the applicants are notified.

**For PTO use**

Charge Category \_\_\_\_\_

Date paid: \_\_\_\_\_ Check No. \_\_\_\_\_ Amount: \_\_\_\_\_

Revised 8/11