

## **GUIDELINES FOR GRANT PROGRAM**

Grant Program money may purchase materials and/or fund activities that strengthen the existing curriculum or enrich the work within your classroom.

The Grant Program Committee shall be composed of two (2) administrators, the GHEA vice president, and three (3) teacher representatives, one (1) from each of the other school buildings.

### **CRITERIA**

1. Reimbursement for conferences shall be for registration and materials.
2. Money can be used only once for a project, such as a field trip or new materials. The project cannot be funded a second time.
3. Any requests for computer software, hardware, accessories, etc. must be accompanied with a notation from a district's technology staff member, that the purchase meets the districts' licensure and is compatible with existing equipment.
4. All purchase orders for the current school year must be completed and submitted to the GHEA vice president by the **May 8<sup>th</sup>** deadline.

### **PROCEDURES**

1. Fill out and sign the Grant Program application form found on the GHEA website: <http://ghea.ohea.us>.
2. Submit this application to the GHEA vice president by the **May 8<sup>th</sup>** deadline. Be sure to attach any purchase orders or item information that might help the committee evaluate your request.
3. Grants are evaluated twice a year with a December deadline and a May deadline.

You will receive one of four responses: approved, partially approved, revise and resubmit, or disapproved. If approved fully or partially, you need to do the following to obtain your grant:

1. Fill out a purchase order (PO) from your building secretary with your building principals' signature.
2. Submit the Grant Application to the GHEA vice president.
3. Once the merchandise arrives, give the packing slip to the to the GHEA vice president, indicating the order is complete.