



# 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**.

### Financial Responsibility

- Expend funds (orders submitted) by **October 31**.
- Use funds for intended purposes as specified in grant application.
- Adhere to district purchasing policies.
- Submit purchase documents (i.e., invoices, receipts, paid bills) to campus purchaser (i.e., secretary).
- Maintain itemized expenditure report (budget) for End of Year Report.

### 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.
- Personal reimbursement *may* be approved. Work with campus purchaser prior to purchasing.
  - Must submit purchase documentation (invoices, receipts, paid bills)
  - Must be tax-exempt purchase; sales tax is not reimbursable.

### Marketing and Communications

Promoting grant projects funded by the Foundation is critical to fellow teachers, Foundation Board of Directors, district administrators, and current and future donors. Suggestions for marketing and communications 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.
- Submit photos, videos, and samples of work.
- Provide a unique thank-you letter that can be displayed and used by the Foundation.
- Share outcomes with other teachers, district administrators, or Foundation Board of Directors.
- Send a parent letter about your grant award, 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 Natalie Clogston, Chief Foundation Officer, at [clogston@pearlandisd.org](mailto:clogston@pearlandisd.org) or 281.997.4987.