



## **Teacher/Department/Staff Grant Request Form**

### **Who May Apply**

All teachers, departments, administration and staff at Kempner High School are eligible to apply for grants under the grant program offered by the Parent Teacher Organization (**PTO**) of Kempner High School (**KHS**). Teachers and staff may apply individually or collaboratively.

### **When to Apply**

Application Deadline: 3/12/26. Applications will be accepted at any time before the deadline. Any additional grant funding opportunities after the first deadline will be announced, if additional funding is available per PTO budget. Recipients will be announced by this date: after 3/12/26 via e-mail.

### **How to Apply**

The one page application on the next page must be submitted to the KHS PTO e-mail, [kempnerpto@gmail.com](mailto:kempnerpto@gmail.com). Applications will first be reviewed by the KHS Principal, and then by the full KHS PTO grant committee.

### **How the Grant Works**

Please see the next page for a detailed description of how the grant is administered, the approval criteria, grant rubric, and grant terms and conditions. If you have any additional questions, please email the KHS PTO Grant Committee at [kempnerpto@gmail.com](mailto:kempnerpto@gmail.com).

Applicant Full Name(s): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

The KHS PTO thanks you for your participation in this program and for all the careful and creative thought and hard work that your application represents. Our entire KHS school community is enriched by your efforts and dedication.

## **Grant Application**

Program Title/Summary:

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Amount Requested: \_\_\_\_\_

Proposal Scope: approximately how many students in each grade will benefit from the proposal this year:      9<sup>th</sup> \_\_\_\_\_      10<sup>th</sup> \_\_\_\_\_      11<sup>th</sup> \_\_\_\_\_      12<sup>th</sup> \_\_\_\_\_

What subject/class/department/activity would benefit from the Grant? \_\_\_\_\_

Please describe the proposal in the space provided below or attach a description, not to exceed one page that includes items to be purchased. You may also attach supporting documentation if you wish.

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How will this proposal enrich the educational experience, learning objectives, and/or well-being of the students?

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Please provide a timeline for this proposal, including when funds will be spent and when students will begin to benefit.

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Please provide a detailed budget, either below or on a separate sheet, listing specifically how the grant funds will be spent.

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## Grant Description

The KHS PTO is pleased to announce the KHS PTO Grant Program, which is available to teachers and staff at Kempner High School. 2025-2026 is the second year of the program, and the KHS PTO appreciates your understanding as we learn the most effective ways to implement the grant program. Please consider applying for a grant in 2025-2026 as a successful start with grant awards will supply the best possible foundation for a permanent KHS PTO grant program.

### Purpose of the Grant

The vision of the KHS PTO is to make every student's potential a reality. The mission of KHS PTO is to be a voice for all KHS students, a relevant resource for KHS families and KHS communities, and advocate for education at KHS.

In line with this vision, goals, and mission, the purpose of the KHS PTO grant program is to supply funding to enrich and enhance students' education experiences and well-being in the KHS school setting. In addition, the KHS PTO grant program supports teachers and staff in their creative and innovative thinking and supplies a critical link between the KHS PTO and KHS teachers, staff, and administrators.

### Grant Funding

The KHS PTO Grant is made possible solely by fundraising efforts of the KHS PTO. For the 2025-2026 academic year at KHS, the PTO has approved funding of \$ (undisclosed) in grants, with more funding possible with additional fundraising monies available. One or two grants will be funded for 2025-2026.

### Grant Committee

The Grant Committee is composed of the KHS Principal, KHS PTO President, KHS PTO Treasurer, KHS PTO VP, KHS PTO Grant Committee Chair, and a parent member of the PTO.

### Grant Criteria

All ideas are welcome and considered regardless of size.

1. Proposals will be considered in totality to allow decisions based on equity among grade levels. Departments and classrooms.

2. The goal of the KHS PTO Grant program is to benefit as many students as possible. Therefore, preference will be given to proposals that benefit students in multiple classrooms or students in the same classroom over multiple years.
3. Preference will be given to grants that support in-house programs over grants that pay for talent or experience outside of the KHS staff (administration, staff, teachers) and KHS.
4. Proposals that are denied solely because of insufficient grant funds are encouraged to be resubmitted the following year. Grant applications must be completed yearly, as KHS PTO will not review prior year's submissions for current year's grant funding, unless resubmitted.
5. KHS PTO Grant funding will not be awarded for projects or materials that are normally provided by the school district.
6. The KHS PTO Grant application will be reviewed initially by the KHS Principal to determine if alternate funding sources are available.

#### Grant Terms and Conditions

1. All items purchased through the KHS PTO Grant Program become the property of KHS.
2. Grant recipients will be supplied with the KHS PTO tax ID number, so that sales tax will not be applied to the purchase. The KHS PTO tax ID number is not used for anything other than the approved grant items.
3. Grants will be paid out in one of two ways:
  - A. Grant recipients may provide invoices to the KHS PTO Treasurer, who will write the checks and notify grant recipients that payment has been made. KHS PTO prefers that recipients use this method particularly for larger expenses.
  - B. Grant recipients may pay expenses directly and then request reimbursement from the KHS PTO Treasurer. Grant recipients will be required to fill out a form to request reimbursement and to attach receipts totaling the amount of the reimbursement. Requests for reimbursement must be submitted within 2 weeks of the date the recipient pays the expense, and in no event later than 1 month. Receipts must be dated after the KHS PTO Grant is awarded as the grant is not intended for expenses incurred prior to receiving an award.
4. After students have benefitted from the KHS PTO Grants (or begun to benefit in the case of an ongoing program), KHS PTO Grant recipients agree to submit a brief (one page) report to the KHS PTO and to present it at a KHS PTO meeting (in person or online). The report will describe the project or activity and explain how students have benefitted from the grant. The KHS PTO looks forward to celebrating, promoting and publicizing the efforts of the grant recipients and their accomplishments with the assistance of the grant program. Grant recipients are invited to submit materials that could help

showcase their projects, if appropriate. Information from the reports and any other submitted materials may be used in the monthly KHS PTO newsletters, the KHS PTO website, and during appropriate school events (such as Freshman Orientation and Open House). The more parents and KHS staff (administrators, staff, and teachers) are made aware of the benefits of the KHS PTO Grant Program, the greater the support it will have in future years. KHS PTO exists to provide support to the KHS community.

For KHS PTO Grant Committee Use Only

Application Date Submitted/Received: \_\_\_\_\_ Application \_\_\_\_\_

Principal's Authorization (signature) \_\_\_\_\_

Additional information/clarification requested:

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Response:

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Notes:

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## KHS PTO Grant Review Rubric 2025-2026

Dear Committee Members,

Please complete this form in entirety after reviewing the approved by the KHS Principal grant proposals for 2025-2026. This coversheet and rating scores will inform the subcommittee decision on recommendations for funding to the full PTO Board and will be discussed by the Grants subcommittee at the February meeting.

Project Title: \_\_\_\_\_ Application #: \_\_\_\_\_

Applicant Name(s) and Title(s): \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Please fill out the following based on your review of each proposal. Points may be awarded in any amount up to the maximum for each category. Please include summary comments or questions on the next page.

	0 or 1 point	2 points	3 points	Comments	Score
Project scope	1 grade level	<input type="checkbox"/> 1 grade level	All grade levels		
Longevity	<1 year	1 year	<input type="checkbox"/> 1 year		
Meets stated PTO funding priorities/budget	No (0)		Yes		
			<input type="checkbox"/>		
Project description	Includes only brief explanation of project	Includes moderate level of detail and describes how project will benefit students/school	Includes detailed description of project/identifies the goals and objectives for students/school and how project will accomplish these objectives.		
Project objectives and goals	No goals or objectives are stated	Goals and outcomes are included, but they are somewhat	Goals and outcomes are clearly and strongly stated and are realistic		

		vague and inconclusive			
Lasting impact/benefits	Lasting benefits/impacts stated, but not evident or demonstrated	Demonstrates that the project will have an immediate or brief period of effectiveness	Demonstrates that the project will clearly continue to provide opportunities and/or lasting benefits to students/school		
Expands on existing curriculum in areas not funded by FBISD	Provides little or no evidence that this will expand the curriculum that is not funded by FBISD	Provides some evidence that this will expand the curriculum that is not funded by FBISD	Provides clear evidence that the project will expand on existing curriculum that is not funded by FBISD		
How will project enrich the educational experience and or well-being of students?	Provides little or no evidence that the project will enrich the educational experiences and/or well-being of students.	Provides some evidence that the project will enrich the educational experiences and/or well-being of students.	Provides clear evidence that the project will enrich the educational experience and/or well-being of students.		
Creative and innovative	The project contains little or some creative and innovative components.	The project contains very creative and innovative components. It doesn't fully describe how creativity will help stimulate and improve student education.	The project contains strong creative and innovative components. It describes how creativity will help stimulate and improve student education.		
Provides a timeline for this project,	Provides little or no definition of	Provides a general timeline as to	Provides a definitive timeline as to		

including when funds will be spent and when students begin to benefit.	the timeline for the program.	when activities will occur, when funds will be spent, and when students will begin to see benefits.	when activities will occur, when the funds will be spent and when the students will begin to see benefits.		
Budget	Budget provides little or no description of costs, budget plan is not complete	Provides a vague or brief description of costs; details for requested funding are limited	Provides a specific description of costs and how money will be spent; requested funding is detailed		
Project is realistic and time bound	Project is a “dream” with no or little substantive content or benefit	Project has some research and content, but no precedent has been set,	Project has been researched fully. Content and precedent are visible at other high schools or educational institutions		
Total Score					Yellow
Total Cost				Yellow	Grey
Number of Students				Yellow	Grey
Cost Per Student				Yellow	

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**KHS PTO Grant Subcommittee Use Only**

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Committee Actions:

Grant was recommended for full funding: Yes \_\_\_\_\_ No \_\_\_\_\_

Grant was recommended for partial funding. Yes \_\_\_\_\_ Amount \_\_\_\_\_ No \_\_\_\_\_

Grant isn't fundable and wasn't recommended for funding. Yes, \_\_\_\_\_ No \_\_\_\_\_

This is a fundable grant; however, this was a competitive year, and it was not chosen.

Yes \_\_\_\_\_ No \_\_\_\_\_

The Committee encourages applicants to resubmit to the next cycle.

Yes \_\_\_\_\_ No \_\_\_\_\_

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**Additional KHS PTO information**

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KHS PTO President:

1. Contact is made with KHS Principal identifying recipient(s) of grant by KHS PTO President not more than 1 week after final decision is made.
2. Letter or e-mail acknowledging appreciation for applying, approval or denial of receiving grant, and next steps are sent from KHS PTO President sent on: \_\_\_\_\_ Date (not more than 2 weeks after final decision is made)

KHS PTO Treasurer:

1. Date Amount is Needed:

2. Treasurer submitted reimbursement \_\_\_\_\_ or check \_\_\_\_\_ to Grant approved Recipient on \_\_\_\_\_ (date).

Grant Recipient:

1. Grant recipient \_\_\_\_\_ (name(s)) submitted a brief report to the KHS PTO on \_\_\_\_\_ (date).
2. Grant recipient submitted all financial information and forms to the KHS PTO Treasurer promptly.