



PC-TAG ENRICHMENT GRANT APPLICATION

FREQUENTLY ASKED QUESTIONS

1. How do I apply for a grant from PC-TAG?

You can apply for a PC-TAG grant online at <http://pctag.org/grant-request.html> by clicking on the Grant Request Form button and filling out the application.

2. Is there a specific time period when PC-TAG accepts applications for funding?

PC-TAG grants can be submitted almost every month during the school year. Submissions are reviewed by the PC-TAG board on a monthly basis. Grant submission deadlines for the 2022-2023 school year are posted on our website at <http://pctag.org/grant-request.html>.

3. I have submitted an application online – when can I expect to receive an update on its status?

Once an application is submitted, you will receive an email notifying you that your grant application has been received. The grant request will be reviewed by the 2022-2023 PC-TAG Board Members during their monthly meeting. The monthly meeting dates for the 2022-2023 school year are posted on our website <https://pctag.org/about-us.html> (Helpful Documents\2022-2023 Board Meetings). Grant requests will be reviewed in accordance with the mission and goals of PC-TAG. A grant request will either be approved, denied, or held for future consideration. You will be notified of the decision within one week of the board grant review, and appropriate information will be provided when the request is denied or held for future consideration. You are encouraged to submit requests in advance of your need.

4. Once I submit a grant application, who can I contact for assistance?

For all questions about PC-TAG grants, contact Michelle Lazebnik, the PC-TAG VP Grants at vpgrants@pctag.org.

5. What types of grants does PC-TAG fund?

PC-TAG grant guidelines state that we will fund a grant request that benefits students enrolled in the Talented and Gifted (TAG) Program in HPISD Schools. Previously funded grant requests

include, but are not limited to: classroom enrichment materials, technology, programs benefiting TAG students, and education enrichment (conference registration or teacher training) for teachers that serve TAG kids. Requests for curriculum materials must conform with district guidelines and must be approved by the district. Rare exceptions apply. If you are applying for a PC-TAG Enrichment Grant, select item(s)/materials/programs that will enrich the educational experience of TAG students and that conform with the mission and guidelines of PC-TAG. See our website for information on previously funded grants.

6. Can I apply for two or more grants in a given year?

Yes. That said, the PC-TAG Board members work diligently to fund a variety of grants across the different HPISD schools, so that funds are not restricted to one classroom or campus.

The goal of PC-TAG is to fund enrichment grants that primarily serve TAG students enrolled in HPISD schools. While we strive to fund ALL grants that benefit TAG students, grant approval is dependent on the availability of funds during the given school year, timing of the request, longevity of item requested, recurring need, and sustainability of the program.

7. How do I know what amount to apply for?

Grant amounts vary by market price of item(s)/material and vendor choice. We are happy to work with you to identify vendors and purchase price. However, we encourage you to first consult with your campus purchasing agent, who can better assist you with identifying an estimated value and a district approved vendor for the item(s)/ materials requested.

8. What if I don't know the answer to some questions on the form? For example, the form requires you to enter the number of students impacted, but what if I don't have an exact number and want to explain?

Enter an approximate number on the form and email PC-TAG VP Grants at vpgrants@pctag.org and let us know. We have also added a COMMENTS section at the bottom of the form where you can provide additional information.

9. What should I do after I receive notification that my grant request has been approved?

For grants funded through the district (technology/curriculum materials/biological materials, travel to conferences, etc.) we ask that you submit the Purchase Order (PO) Form for item(s)/materials requested to the District TAG Coordinator, Ericca Vandagriff at vandage@hpsd.org and vpgrants@pctag.org. We will email this form to you. Please note that all purchases funded through the district must be made from district approved vendors and timely submission of the PO is a must in order for item(s)/materials requested to arrive within the time frame that it is needed. The list of vendors approved by the district can be found at: https://www.hpsd.org/apps/pages/index.jsp?uREC_ID=943806&type=d&pREC_ID=1276155

The district TAG Coordinator, Ericca Vandagriff will work with you to purchase items requested. **For grants approved for direct purchase** (enrichment materials, books, etc.) you can purchase items requested and submit the teacher reimbursement form along with the purchase receipt. We will email the teacher reimbursement form to you. The PC-TAG treasurer will mail you the reimbursement check at your campus within a week of receipt of these documents. If your

grant has been **approved BUT you do NOT want to purchase items directly and be reimbursed**, please contact PC-TAG VP Grants vpgrants@pctag.org, who will work with you to purchase items requested through HPISD.

10. What is the time frame to receive funds?

Funds for approved grants, **gifted through the district, are available approximately six to eight weeks after the request deadline**, with the exception of April 2023 submissions, for which funds will be available Fall 2023. Funds for **approved grants that are purchased directly by staff or teachers are available within 5 working days after the submission of the teacher grant reimbursement form and purchase receipt**

11. What if the retail price I listed on the grant application form isn't exactly the purchase price of the item?

If the purchase price **differs by 5-10% of the price of requested items stated in the grant application form, PC-TAG will approve purchase of items**. If the purchase price is greater than 10% of the price of item(s) stated in the grant application process, please contact PC-TAG VP Grants at vpgrants@pctag.org for authorization prior to purchase of items.

12. How does the reimbursement process work?

After your grant is approved for direct purchase, you will need to identify a vendor and purchase the items requested. Then, you will submit the teacher reimbursement form along with the purchase receipt to PC-TAG Treasurer (treasurer@pctag.org) and VP Grants (vpgrants@pctag.org). PC-TAG VP Grants will mail the teacher reimbursement form to you. The PC-TAG Treasurer will mail you the reimbursement check at your campus within a week of receipt of these documents.