
FACULTY GRANT INFORMATION

The primary purpose of the Academic Foundation (AcF) is to raise money to fund teacher requests for academically focused needs. Last year, we funded approximately \$54,000 in teacher grants. The Academic Foundation loves supporting teachers and would like to put all donation dollars to work for you in your classrooms.

Please use the following guidelines for submitting your Grant Application:

- **IMPORTANT:** Please consult with Donna Kroegel (PHS Bookkeeper). She will assist in assuring that accurate quotes have been received and approved vendors are being utilized.
 - ✓ Always put the **regular price** of the items on Grant Requests. Sale and/or Discount prices will likely no longer be applicable and/or valid by the time a Grant is approved and processed.
 - ✓ All purchased items **MUST** be shipped/delivered to the school address.
 - ✓ Incomplete applications may experience unnecessary processing delays; be sure to provide all necessary documentation.
- **BOOKS:** Books should be purchased from Barnes & Noble or Complete Book whenever possible. Please obtain a quote (with shipping fees included) and attach the quote to the Grant Request.
 - Please contact Barnes & Noble via email at crm2550@bn.com
 - Please contact Complete Book via email at kendall@completebook.com
- **STORE PURCHASES:** The Foundation can make purchases in local stores and will utilize the Foundation's tax-exempt status to do so (which also maximizes the purchasing power of every donated dollar). If shopping on a store's website, please verify that the requested item(s) are indeed available in the store and that the store will hold and accept payment (via AcF check) upon pickup. ***The Foundation cannot order online and have items delivered to a store unless the store will accept an AcF check upon pickup.***
- **ONLINE PURCHASES** (for Amazon & Staples, see Bookkeeper): The Foundation can make online purchases only from websites that will accept AcF checks. Most educational websites fall into this category.
 - Please confirm that an AcF check is an acceptable form of payment before submitting the Grant Request.
 - Attach an online order form (complete the order form up until the "place your order" step and print it).
 - Please be sure to include shipping costs in the Grant Request amount.
- **OTHER PURCHASES FOR REIMBURSEMENT:** **This type of purchase requires advance approval by both the AcF Executive Board and Mr. Bush.** After receiving advanced purchasing approval, a teacher may purchase item(s) and receive reimbursement. Reimbursement occurs after copies of the purchase receipt (inclusive of any taxes and/or shipping fees) and packing list (or other proof of delivery) are delivered through the PHS Bookkeeper to the AcF Treasurer.

Please submit Grant Request Forms, along with appropriate documentation, to Donna Kroegel by the indicated deadlines. She will review all requests for accuracy and completion and then forward them to Mr. Bush for his consideration and submission to the Foundation Executive Board.

Submission Deadline Dates (to Donna Kroegel) for 2021-2022 AcF Grant Requests:

*August 31, 2021
September 28, 2021
October 26, 2021*

*November 30, 2021
January 25, 2022
February 22, 2022*

March 29, 2022

The Academic Foundation looks forward to serving your classrooms and supporting your teaching needs. All items funded by the PHS AcF become the property of Plant High School.

If you have any questions about your Grant application, please contact Donna Kroegel (donna.kroegel@hcps.net).