



# CPAs Helping Schools

## 2024 - 2025 Application

Educational Program Financial Assistance Grant  
Grades Pre-K – 12

### **2024 – 2025 Schedule of application deadlines**

**November 4, 2024** (approved funds delivered by February 28, 2025)

**March 31, 2025** (approved funds delivered by July 31, 2025)

CPAs Helping Schools will review requests within six weeks of the above submission dates; notify grant writer with approval results within a month of review date; distribute approved funds as noted above.

### **For Grant Application Consideration**

1. Please review the eligibility requirements and restrictions on page 2.
2. Please complete the appropriate grant application:
  - a. Grants \$500 or less, no technology requests
    - i. 1 page application plus signature page
  - b. Grants greater than \$500 up to \$5,000, or those requesting technology
    - i. 2-page application with budget detail plus signature page
    - ii. Technology addendum, if applicable
3. Submit your completed application electronically
  - a. Complete PDF form and email with school name in the subject line, or
  - b. Complete the Google form online
    - i. [Grants \\$500 or less](#)
    - ii. [Grants \\$501 - \\$5,000](#), or with technology purchase request

#### **TXCPA Houston, CPAs Helping Schools**

**Attn: Carol Spencer**

1233 West Loop South, Suite 1425, Houston, TX 77027

Email: [cspencer@txcpahouston.cpa](mailto:cspencer@txcpahouston.cpa)

Please call (832) 831-9232 if you have any questions.

[Google Form application](#)

## **CPAs Helping Schools Grant Program**

### **Eligibility Requirements**

Funding is available to public, private and parochial campuses, with grades Pre-K through 12 eligible within the 13 membership counties.

Requests for programs in Pre-K: Teacher eligibility requirements for funding:

- 1) a Bachelor's degree
- 2) Certification in Education
- 3) Following a structured curriculum.

Financial contribution for educational programs will be considered for any school located within the **13-county membership** area of the Houston TSCPA Foundation (d/b/a Houston CPA Society). These Texas counties include Austin, Brazoria, Colorado, Fayette, Fort Bend, Galveston, Harris, Montgomery, Polk, San Jacinto, Trinity, Walker, and Waller.

Note: there is a funding limit of \$5,000 per school year per campus.

Funding requests should be for the educational benefit of the students. This may include, but is not limited to, books, educational materials and equipment, supplies, and school uniforms. Other previously funded programs include technology, math labs, established reading courses, fine arts programs, after-school activities, science labs, QuickBooks Certification and much more.

- A) For technology, the committee requests adequate explanation of the specific needs and usage within the application. **The Technology Addendum must accompany the application.**
- B) Requests for funding of items that require ongoing maintenance (i.e., subscription or license renewals, equipment maintenance) should specify the school's plans to cover these future costs.

In their review of requests, the committee will consider several factors including, but not limited to:

- A) Socio-economic level of students impacted.
- B) Number of students impacted by the program.
- C) Other support of the program, both financial or resources, in consideration of fund allocation

If the planned program might benefit the accounting profession, this will also be considered.

### **Restrictions**

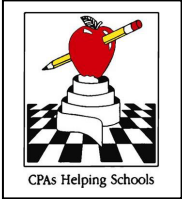
Any purchases with funds provided by CPAs Helping Schools through TXCPA Houston (Houston TSCPA Foundation) **MUST** remain with the campus of record. Purchases are not transferable if an applicant relocates to another campus.

Funds will not be granted for the following items:

- A) Playground equipment
- B) Meals, snacks or food / beverage items
- C) Instructor training
- D) Funding for other grants / programs

Grant recipients should provide support that funds were used for the stated purpose. Examples include providing copies of receipts, purchase orders, photos, etc.

Thank you letters and photos of the project's ongoing progress are appreciated by TXCPA Houston. Photos should include the applicant's name, school and description of the subject. Photos of students may not be used in publication unless school acknowledges they have required documents on file. Student photos may be included in CPAs Helping Schools' display, at the discretion of the Houston CPA Society, for sponsored membership or continuing education events, or in weekly e-Bulletin or other communications to membership. School personnel have the responsibility of ensuring photo legality for publication.



**TXCPA Houston/ Houston TSCPA Foundation**  
 A Chapter of the Texas Society of Certified Public Accountants  
**CPAs Helping Schools**  
**2024 - 2025 Application (\$501-\$5,000, technology requests)**  
**Grades Pre-K – 12 Educational Program Financial Assistance Grant**

**School and Applicant Information**

Application Date	
District	
School (payee) name	
Campus address including city & zip code	
School phone number	
Applicant's name	
Applicant's school position / title	
Applicant's email address & phone number	
Principal's name	
Principal's email address	
Is your school Title I?	

**Grant Information**

Project Title	
Amount requested	
Grade level(s) impacted	
Primary category of request (see below)	
Number of students directly involved in this requested program. Number or % of school / class.	
Will your purchase be available for students in future years? If yes, what amount of the request is for reusable materials?	
Are you requesting other support for this program?	

**Category** (place number of *primary* applicable category in space above)

- |                            |                                      |                                 |
|----------------------------|--------------------------------------|---------------------------------|
| 1. After-school program    | 6. History/ Social Studies           | 10. Special Needs Education     |
| 2. Books / Reading Program | 7. Math/ Accounting                  | 11. STEM/STEAM specific         |
| 3. Career                  | 8. Personal Development<br>(student) | 12. Technology                  |
| 4. Fine Arts Education     | 9. Science/ Environmental            | 13. Tutoring/ Mentoring program |
| 5. Health/ Wellness        |                                      | 14. Uniforms                    |

**School name:**

**Project title:**

Please answer all questions as this is what the committee will use to understand your project.

1. Who will benefit from this grant (example: all third-grade students)?

2. How will the individuals mentioned above benefit from this grant (example: The 3<sup>rd</sup> grade class every school year will be able to utilize the STEAM book collection and can spark an early interest in STEAM)?

3. Why is this grant important to you?

4. What are the future plans of the project after the grant is awarded and the grant is used to purchase the requested materials (example: The STEAM curriculum will continue to be taught every year. By presenting STEAM topics through the book collection, it will inspire 3<sup>rd</sup> grade teachers to incorporate more STEAM in everyday learning)?

**Budget information**

Please provide a list of items requested (ex: 30 books at \$5 each). Other options include providing screen shots of items from website(s) or documentation to show how item(s) will be purchased. This should agree to the amount requested and provide a clear idea of how the funds will be used.

**Signatures**

By affixing my signature, I confirm that I have read the grant application eligibility requirement and agree to adhere to the restrictions as described. All the information and expectations are correct to the best of my knowledge. I am aware of the requirements for follow-up reports if this request is granted. I acknowledge that all purchases from any funds allocated will remain with this campus.

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Applicant Signature /date

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Principal Signature /date

## TECHNOLOGY ADDENDUM

If your request is for **any technological or electronic devices**, please complete this page and submit with your primary grant application.

For the committee to consider funding/partial funding for personal computers, laptop computers, tablets, and such:

1. Provide documentation that the district's IT Department has approved the request and will support the ongoing maintenance of the items, should they be funded. Send a letter or email with the signature of IT Department representative to this effect.
2. What is the anticipated life of this equipment? How long do you expect them to remain viable in the classroom?
3. Security – how and where will the devices be stored? Who has access to the devices? What are procedures for checking out and returning devices? Provide any and all information pertinent to storage and security.
4. Ownership – confirmation that ownership of items will be maintained at this campus (include on primary application also), should the grant applicant move to another campus or district.
5. What Apps for education do you plan to incorporate into the instruction with use of the equipment, if funded?
6. Who will provide funding for Apps, now and in the future?
7. What specific educational needs will these devices meet?