



Teacher Innovation Grant Submission Guidelines

Grant Award Year 2023

- All grants must be submitted annually.
- Identical grants may only be funded for three consecutive years.
- Grants are only awarded if funding is not available through capital, department, or technology plan budgets.
- Grants are not funded for field trips or any other student transportation.
- If your proposal is approved, you will be required to submit a grant summary and photographs of your grant in action by **January 2, 2024**. Failure to submit photographs can preclude additional funding.
- All items purchased with grant funds awarded by the New Horizons Education Foundation shall remain the property of New Horizons Regional Education Centers and not that of the grant recipient.
- More specifically, any and all items purchased with grant funds awarded by the Education Foundation shall remain the property of the campus/location to which the grant award check is made payable, as documented by the items' addition to the school inventory.
- Additional computers or other equipment necessary for the grant project must be funded by New Horizons Regional Education Centers.
- Any funding awarded must be used by **April 12, 2024**, unless otherwise approved by the New Horizons Education Foundation.
- Money not used by the end of the current school year shall be returned to the Foundation.
- All grant submissions must request exact dollar totals in their budgets.
- The New Horizons Education Foundation reserves the right to require a revised budget submission should the quote exceed normal expectations.
- Please do not use sale prices in your grant application. These costs may vary from when you submit the application and when the items are purchased.
- Teachers may submit a maximum of 1 grant application for the 2022-2023 school year.

SY 2023-2024 Teacher Innovation Grant

DUE: April 28, 2023 by 3:00 PM