

3. **Project Description:** What project will the funds support and how is this project aligned with your school's improvement plan? How will this project improve student achievement at your school?

4. **Outreach:** Please describe your plan to communicate about Klein's ShopRite grant activities to your school community (parents, students, and teachers).

5. **Provide a timeline for implementing this project.** Use the following chart to develop a timeline, specific activities related to the project, and the person responsible for the activities. All funds must be spent by June 30, 2010.

Date	Activity	Person Responsible

6. **Budget Narrative:** Remember to calculate expenditures in order to demonstrate how requested funds were determined. All HCPS purchased technology equipment and software must be pre-approved by OTIS. Funds will not be awarded for cash stipends, gift cards, out of state travel, or refreshments for HCPS employees.

Line Item Expenditures	Calculation	Cost
Supplies (<i>Example: Books for family reading program</i>)	<i>Example: 100 students @\$5 a book per student = \$500</i>	
Contracted Services (<i>Example: speakers, visiting artists</i>)		
Transportation (<i>Example: mileage, bus for field trips</i>)		
Equipment		
Other		
Total		

Principal's Signature _____ Date _____

The Grant Review Process will occur on a quarterly basis. All funds awarded must be spent by June 30, 2010.

First Round: Due October 26, 2009/Awarded by week of November 9, 2009

Second Round: Due January 8, 2010/Awarded by week of February 1, 2010

Third Round: Due March 5, 2010/Awarded by April 9, 2010