

# Teacher Supply Grant Program

## Grant Guidelines

**Palmetto Citizens Foundation Grant Cycles:** Fall and Winter

**Grant Amount:** Up to \$1,000 per teacher

**Eligible Applicants:** K-12 classroom teachers



Palmetto  
Citizens  
FOUNDATION

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## 1. Program Purpose

The Teacher Supply Grant Program supports K-12 educators by funding essential classroom materials that strengthen learning, engagement, and equity. This program helps ease out of pocket costs for teachers while ensuring students have the tools they need to thrive.

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## 2. Eligibility Requirements

To be eligible, applicants must meet all of the following criteria.

### Eligible Applicants

- Currently employed South Carolina and Georgia K-12 classroom teachers who teach within an area served by Palmetto Citizens
- Teachers at public, charter, or nonprofit private schools
- Educators who serve students on a daily basis, including general education, special education, STEM, arts, media and technology, early childhood, and guidance counselors

### School Eligibility

- Schools must be located within the Foundation's service area
- Schools serving high-need student populations are strongly encouraged to apply

### Ineligible Applicants

- Homeschool teachers
- After school or enrichment providers not employed by a school
- School administrators who do not actively teach a class

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## 3. Allowable Uses of Funds

Grant funds may be used for classroom supplies and materials that directly support student learning, including:

- Basic classroom supplies such as paper, pencils, markers, notebooks, and plants
- Classroom library books and literacy materials
- Art supplies, music materials, and creative tools
- STEM materials and consumables, including kits, manipulatives, and lab supplies
- Learning centers and hands on instructional materials
- Organizational tools such as bins, folders, and labels
- Curriculum supplements and instructional aids

- Food and or beverages when they directly support an instructional goal
- Technology accessories such as headphones, mice, and chargers under the Foundation \$100 approved per item limit

### **Non Allowable Uses**

Grant funds may not be used for:

- Teacher or staff gifts
  - Personal items or décor not tied to instruction
  - Capital equipment such as printers, tablets, or large electronics unless approved in advance
  - Gift cards
  - Transportation costs or field trip fees
  - Salaries, stipends, or substitute pay
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## **4. Grant Amounts and Funding Model**

- Maximum award of up to \$1,000 per teacher
  - Funding may be issued either to the school on behalf of the teacher or directly to the teacher, depending on district policy
  - Teachers may receive one award per grant cycle
  - Funds must be used within 90 days of award notification unless otherwise approved
  - Applications not funded in a given cycle may be reviewed again in the following cycle
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## **5. Application Requirements**

Teachers must submit the following:

- Completed application form
- Description of classroom need, 150 words or less
- Project or supply description, 150 words or less
- Itemized budget and supply list
- Principal approval provided by signature or email confirmation
- Optional supporting materials such as photos, student data, or lesson plan connections

Incomplete applications will not be considered.

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## **6. Review and Selection Process**

Applications are reviewed by a committee of Foundation staff and or community educators. Grants are awarded based on demonstrated need, student impact, alignment with instructional goals, clarity of the request, and available funding. Special consideration is given to educators serving high need schools.

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## **7. Reporting Requirements**

Awarded teachers are required to complete a brief report by the end of the school year in which funds are awarded. Reports include a short impact summary, the number of students served, and one photo of the supplies in use when permitted. Failure to submit a report may affect eligibility for future grant cycles.

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## **8. Application Deadlines**

The Foundation offers two grant cycles each year.

### **Fall Cycle**

Applications Due: September 30

Notifications Sent: October 31

Project Start Date: November 30

### **Winter Cycle**

Applications Due: January 31

Notifications Sent: February 28

Project Start Date: March 30

Late applications will not be considered.

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## **9. Contact Information**

For questions or assistance:

Email: [info@palmettocitizensfoundation.org](mailto:info@palmettocitizensfoundation.org)

Website: [palmettocitizensfoundation.org](http://palmettocitizensfoundation.org)