



# CPAs Helping Schools

## 2025 - 2026 Application

Educational Program Financial Assistance Grant

Grades Pre-K – 12

Requests of \$501 to maximum \$5000

### 2025 – 2026 Schedule of application deadlines

**November 14, 2025** (approved funds delivered by February 28, 2026)

**April 3, 2026** (approved funds delivered by July 31, 2026)

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

### For Grant Application Consideration

#### 1. Review the eligibility requirements and restrictions

#### 2. 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 email (preferred contact) or leave a message at (832) 831-9232 if you have any questions.

[Google Form application](#)

## **CPAs Helping Schools Grant Program**

### **Application Instructions – Please Read Carefully**

Thank you for your interest in the CPAs Helping Schools Grant Program, administered by the Houston TSCPA Foundation (d/b/a Houston CPA Society). This funding opportunity is designed to support Pre-K through 12th grade educational programs in the 13-county membership area: Austin, Brazoria, Colorado, Fayette, Fort Bend, Galveston, Harris, Montgomery, Polk, San Jacinto, Trinity, Walker, and Waller counties.

#### **Eligibility Requirements:**

Open to public, private, and parochial campuses serving Pre-K through 12th grade.

Pre-K program funding is intended for structured, educational programs—not general daycare. To qualify, Pre-K classrooms must meet the following:

- The lead teacher must hold a bachelor's degree
- The lead teacher must be certified in education
- The classroom must follow a structured curriculum aligned with early childhood learning standards

#### **Funding Guidelines:**

- Individual applications may request up to **\$500** (within a total limit of \$5,000 per school year per campus).
- Requests must directly benefit student learning and may include materials such as books, supplies, technology, uniforms, and educational equipment.
- If requesting technology, a **Technology Addendum** is required, with a clear explanation of need and use.
- Ongoing expenses (e.g., subscription renewals) should include the school's plan for continued funding.

#### **Selection Criteria:**

The review committee considers the following factors:

- Socio-economic level of students served
- Number of students impacted
- Other sources of support (financial or in-kind)
- Relevance to the accounting profession (if applicable)

#### **Restrictions:**

Funding will **not** be provided for:

- Playground equipment
- Food, snacks, or beverages
- Instructor training
- Re-granting or pass-through funding for other programs

Funded items must **remain with the campus**; they are **not transferable** if the applicant changes schools.

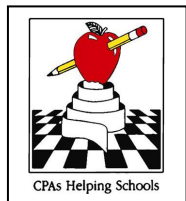
#### **Post-Award Requirements:**

Recipients must provide documentation showing appropriate use of funds (e.g., receipts, purchase orders, photos). Schools are encouraged to send thank-you notes and project photos. Student photos may be shared only if your school confirms proper release documentation is on file.

We appreciate your commitment to education and look forward to reviewing your application!

Sincerely,

**CPAs Helping Schools Committee**  
Houston CPA Society



TXCPA Houston/ Houston TSCPA Foundation  
A Chapter of the Texas Society of Certified Public Accountants  
**CPAs Helping Schools**  
2025 - 2026 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	
Principal's name	
Principal's email address	
Applicant's name	
Applicant's school position / title	
Applicant's email address & phone number	
Is your school Title I?	

Grant Information

Project Title			
Amount requested (\$500 - \$5,000)		Primary category of request (see below)	
Grade level(s) impacted		Number of students involved in program	
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 (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 below. Your responses help the review committee understand the scope and impact of your project.

1. Who are the primary students or groups that will benefit from this grant? *(e.g., all third-grade students)*
  
2. How will the grant directly benefit those students or groups? *Describe how the requested materials or program will support student learning or development.*
  
3. Why is this grant meaningful to your classroom, program, or school community? *You may wish to share challenges, goals, or specific needs that this grant will help address.*
  
4. How will your project create a lasting impact after the grant funds have been used? Explain whether the purchased materials will be reusable by the same students or available for future student groups, and how the project will continue to benefit learning over time.

**Budget Details – Required**

Provide a clear list of the items you plan to purchase. For example: “30 books at \$5 each = \$150”

Other acceptable formats include:

- Screenshots from websites showing the items and prices
- Documentation or quotes that confirm how the items will be purchased
- Spreadsheet may be attached with itemization

Your budget should match the total amount requested and provide the committee with a clear understanding 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**

Complete this page if your request includes computers, tablets, or other tech devices.

### **1. IT Department Approval**

Attach a letter or email from your district's IT Department confirming:

- They approve the purchase
- They will support and maintain the equipment

### **2. Expected Use**

How long do you expect the devices to last and stay useful in your classroom?

### **3. Storage & Security**

- Where will the devices be stored?
- Who can access them?
- How will you keep track of them (check-in/out process, if applicable)?

### **4. Ownership**

Confirm the devices will stay at this school, even if you move to another campus or district.

### **5. Apps for Learning**

What apps or programs will you use for instruction?

### **6. App Costs**

Who will pay for the apps now and in the future?

### **7. Purpose**

What student learning needs will this technology help meet?