



2021 Fall Grant Request Information

The deadline to submit fall grant applications for consideration is 11:59pm on Monday, November 15, 2021. Grants must be submitted online. Paper copies will not be accepted.

Grant applicants in the large grant category may be asked to present their grant application to the HEF Fall Grant Review Subcommittee on Wednesday, December 1 between 6pm - 8pm.

Grant applicants will receive notice of their award status no later than Thursday, December 16, 2021.

The HEF Board of Directors will evaluate each grant request based upon all facts and circumstances, including the following guidelines:

- Grant application should be done independently from other submissions. If the grant is related to another submission from your team or building, please let the committee know if they can be grouped or shared. Group collaboration on a grant is looked at favorably.

- Provide the necessary project details in a readable format for the board's full understanding of the request and its impact on the students of the district.

- Requests for technology hardware, such as iPads, laptops, and Chromebooks just to increase inventory will not be considered. The application needs to represent something that is creative in the classroom.

- If the grant is for technology – PLEASE contact the technology department for preferred pricing/ accurate models needed and to determine if the technology will be compatible within the district. You will also need to include any additional fees you will need such as software, materials, training, hardware, etc.

- Applications need to demonstrate how the request directly relates to the curriculum, preferably through a connection to a School or the District Improvement Plan.

- The grant application needs to provide a clear description/budget on how grant funds will be used or what will be purchased. You must include quotes from companies the items will be purchased from and figure shipping costs where applicable.

- Grants that reach a large number of learners, and those that can be used each year are looked at favorably.

- Collaboration with other funding sources is highly encouraged. Please consider alternative sources of funding for part of your items/programs.

- Typically, grant funds will not be awarded for food, t-shirts, or other non-reusable items, transportation, substitute teachers or the same program for more than one year.

- Grant funds will not be awarded retroactively.

2021 Fall Grant Application Outline

The following questions will appear on the grant application and are meant to help you write your grant request.

Tip: Write your grant request in a separate document first and then copy and paste your responses into the online form.

Contact Information

Name:

Building/Department: Principal:

Grade/Subject:

Email:

Phone Extension:

Best time to contact:

Other project members (if applicable):

Grant Category

Small - Less than \$1,000

Large - \$1,001 up to \$2,500

Project Information

Grant Title:

Briefly describe your grant proposal:

How many students will be positively affected if request is awarded:

Is the proposed project specific to your building location?

How will the proposed project enhance education and/or encourage innovative learning for HPS students?

How does the proposed project impact district goals and/or tie in with district curriculum? Is the proposed project supported by research to benefit students?

How will you know if your project is successful?

What is the proposed project timeline?

How long will the proposed project be useful?

Funding

Dollar amount being requested:

What items will need to be purchased?

Provide a detailed breakdown of proposed expenses to be covered by HEF: Do you have any other sources of funding?

Would partial funding help?

Please provide additional documentation to support the grant request here: