

# CONTENTS

<b>I.</b>	<b>GRANT APPLICATION OVERVIEW AND GUIDELINES .....</b>	<b>1</b>
<i>A.</i>	<i>Overview .....</i>	<b>1</b>
<i>B.</i>	<i>Grant Guidelines.....</i>	<b>1</b>
1.	DEADLINES/ANNOUNCEMENTS .....	1
2.	FORMAT .....	1
3.	CONTENT .....	1
4.	APPLICANT AND PROJECT DIRECTOR ELIGIBILITY .....	2
5.	AWARD PREFERENCES, RESTRICTIONS AND CONDITIONS .....	2
6.	PROJECT AWARD PERIODS.....	3
7.	EXPECTATIONS ONCE FUNDED .....	3
8.	TECHNOLOGY USAGE .....	3
9.	ADDITIONAL INFORMATION AND ASSISTANCE .....	3
<i>a.</i>	<i>Hamilton Southeastern Schools Foundation Top 10 Tips for Writing a Grant .....</i>	<b>4</b>
<b>II.</b>	<b>GRANT AWARD EXPECTATIONS.....</b>	<b>5</b>
<i>A.</i>	<i>Requirements .....</i>	<b>5</b>
<i>B.</i>	<i>Post Grant Award Report .....</i>	<b>5</b>
<i>C.</i>	<i>Sample Letter to Parents .....</i>	<b>6</b>
<b>III.</b>	<b>APPLICATION .....</b>	<b>Error! Bookmark not defined.</b>
<i>A.</i>	<i>Application Cover Sheet .....</i>	<b>Error! Bookmark not defined.</b>
<i>B.</i>	<i>Suggested Grid for Grant Proposal Submission.....</i>	<b>Error! Bookmark not defined.</b>
<i>C.</i>	<i>Budget Worksheet.....</i>	<b>Error! Bookmark not defined.</b>

# I. GRANT APPLICATION OVERVIEW AND GUIDELINES

## A. *Overview*

Since its inception in 2001, the Hamilton Southeastern Schools Foundation (HSSF) has served the Hamilton Southeastern Schools community by supplementing state and local funding to support innovative programs that enhance its students' educational growth. As part of its mission, HSSF offers grants that enable and honor exemplary, innovative teaching and learning.

The HSSF grants committee (Committee) reviews each grant application it receives. The Committee may request additional information from the applicant, school administrators, or curriculum coordinators. Applications chosen for funding by the Committee are then recommended to the Foundation's board of directors for approval.

The Committee uses a combination of objective and subjective criteria when evaluating grant applications. Applications that clearly meet more criteria will generally be viewed more favorably during evaluation. In some instances HSSF is not able to fund all requests due to budgetary constraints. This does not mean that a rejected application is inappropriate or unsatisfactory.

HSSF grant awards typically are distributed up to \$2,000, but a grant application is considered on its own merit for either full or partial funding.

## B. *Grant Guidelines*

### 1. DEADLINES/ANNOUNCEMENTS

Applications are accepted on a rolling basis. HSSF will announce a deadline date prior to each grant review, typically in the Spring and Fall. Applications received after the deadline will be forwarded into the next round. All applications must comply with format and required signatures to be included in the review process. Written notification of awards will generally occur within six (6) weeks, and all applicants will be notified of the Foundation's decision. Grant recipients will also be publicized on the HSSF website. Grants should be submitted to the Foundation at the Administration Building.

### 2. FORMAT

- Maximum of four (4) pages, including provided cover sheet and budget.
- Pages should be typed, single-spaced, using one (1) side only of each sheet.
- White 8 ½ by 11 paper should be used.
- Pages should be stapled and numbered in the center of the bottom margin.
- Eighteen (18) copies should be made, each with applicable signatures.

### 3. CONTENT

Each application shall be comprised of three (3) sections:

1. Application Cover Sheet;
2. Grant Proposal; and
3. Budget.

- **Application Cover Sheet.** A copy of the Application Cover Sheet is attached for your use.

- **Grant Proposal:** Applicants need to complete the following categories, using the guidelines set forth in each section on the form:
  - Abstract: Brief, succinct overview of the project, including the estimated number of students directly impacted. Describe in lay terms. Do not assume the Committee knows the programs, technology or other topics you are discussing.
  - Project Need, Purposes and Objectives: Describe the current need, evidence and/or rationale that the project will enhance the learning environment and promote academic excellence. List the subject areas involved in the project and any research/observations you have acquired that indicate the project can or will be successful. Specifically address, how the project will enhance the students' learning experience in these areas.
  - Project Activities: Description of the activities the award will facilitate and that will produce the objectives stated in the proposal.
  - Responsibility: Statement of the action steps the project director will take to ensure success once the project is funded.
  - Plan for Evaluation and Follow Up: The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results.
- **Budget:** Applicants need to include a budget for the application, including an itemized list of project expenses. This list should be inclusive of direct project expenditures as well as indirect expenses. Applicants should also identify any funding that is or could be available from other sources.

#### 4. APPLICANT AND PROJECT DIRECTOR ELIGIBILITY

An application may be prepared by any Hamilton Southeastern Schools' employee or group of employees. There can be multiple applicants, but only one project director. If there are multiple applicants, a project director must be designated. If there is just one applicant, this individual will be the project director. The project director will be responsible for the management, reporting and implementation of the project. The project director will serve as contact to the Foundation.

#### 5. AWARD PREFERENCES, RESTRICTIONS AND CONDITIONS

**Funding Guidelines:** The Committee uses a combination of objective and subjective criteria when evaluating grant applications. Applications that clearly meet more criteria will generally be viewed more favorably during evaluation.

In general, high value criteria include **innovation, creativity, educational value, student involvement** and **applicant commitment**. Additionally, those applications that clearly and concisely describe the project and anticipate positive benefits for students in the form of **achievement, motivation, and character development** will be favored during the evaluation process.

The Committee will NOT fund grants or components of grants for which the proceeds are used for any of the following expenditures:

- Apparel
- Food and party supplies
- Incentives or monetary prizes
- Basic curriculum books without an innovative program
- Courses taken by staff for credit toward a degree or advanced salary schedule

- Compensation and benefits for employees or students
- Travel Expenses

We express a preference against funding for the following, though the Committee will evaluate these applications in light of the entire grant application, purpose and other factors:

- Disposable supplies
- Specialized training and professional development
- New construction or facility renovation

If a grant includes any of the expenses listed above, a clear explanation must be provided to demonstrate that these items are necessary for the successful implementation of the grant and that no other funding sources are available.

**Ownership:** Goods and services purchased with funds from HSSF become the property of the Hamilton Southeastern School Corporation. In the event a teacher moves from one Hamilton Southeastern Schools Community to another, the departing school principal shall determine whether the award materials will follow the teacher.

**6. PROJECT AWARD PERIODS**

Funds awarded will be available for use only during the project period referenced in the award letter, which shall generally not exceed one calendar year.

In unusual circumstances, HSSF may, at its discretion, extend the project period of an active grant in response to a written application signed by the project due for and school principal.

**7. EXPECTATIONS ONCE FUNDED**

We expect that an applicant will, as soon as practicable, put the funds to good use as described in an approved application.

Additional expectations are outlined in the section of this grant application entitled Grant Award Expectations and include completing a Post Grant Award Report to assist the committee in future grant awards and to enable us to understand your perspective on the grant and its outcomes.

**8. TECHNOLOGY USAGE**

We recognize that many applications will incorporate technology, in its various forms, into existing curricula. We encourage the use of technology to enhance learning, but recognize that often times implementing one piece of software or hardware requires additional resources. We ask that each applicant think about whether their application utilizes any computer software or hardware or otherwise incorporates the use of technology in learning. We recommend that you discuss the technology hardware/software with your district's Technology Integration Specialist prior to writing the grant. Technology certification by the Technology Integration Specialist is required for all grants requesting technology components to ensure that all required resources are properly accounted for in the application. Technology signatures must be obtained prior to submitting the grant application to the Foundation. (See deadlines listed on page 1).

**9. ADDITIONAL INFORMATION AND ASSISTANCE**

For help with any aspect of the grant application process, please contact:

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Freedom Kolb	Executive Director	317.594.4100 x2125	hsefoundation@hse.k12.in.us
Jeff Harrison	Technology Integration Specialist	317.594.4100 x2149	jharrison@hsek12.in.us

***Hamilton Southeastern Schools Foundation Top 10 Tips for Writing a Grant***

- 1) Have a clear idea of the project before writing. What do you see as a need in your subject area, classroom or school? How can your project address that need in the quest to promote academic excellence?
- 2) For the narrative portion, address these areas: Abstract, Project Need, Purposes and Objectives, Project Activities, Responsibility, Plan for Evaluation and Follow Up.
- 3) The mission of the Hamilton Southeastern Schools Foundation is to provide resources to improve, enhance and support educational opportunities for the Hamilton Southeastern Schools Community. In the Project Need, Purposes and Objectives portion, include how the project will support this mission.
- 4) Your audience is the members of the Hamilton Southeastern Community. Explain educational terms that are not obvious such as “differentiation” and “6 + 1 Writing Traits.”
- 5) Itemize budget items. Review the Award Preferences, Restrictions and Conditions section found on page 4 for funding guidelines.
- 6) HSSF Grant awards have historically been limited to \$2,000. If your monetary request is larger, consider finding additional funding sources or providing less expensive alternatives/options so partial funding can be evaluated.
- 7) In the past, some grant applications have failed to include a clear plan for evaluation. How will you determine if your project made a difference? Consider surveying the students and/or the parents. Consider analyzing test scores before and after your project.
- 8) Show creativity and a sense of commitment.
- 9) PROOFREAD for spelling and grammar errors. Have a colleague and/or neighbor read the grant before submitting it.
- 10) Double check that all form requirements have been followed including meeting the time deadlines; technology certification signature and your principal’s signature on the cover sheet; a maximum of 4 typed pages including cover sheet and budget; all pages stapled and numbered in the center bottom margin; pages single-spaced, using one side only of each sheet; and fifteen copies.

## II. GRANT AWARD EXPECTATIONS

### A. Requirements

You will be notified of the status of your application within six (6) weeks after the application deadline.

If awarded a grant, you will be asked to:

1. Applicant(s) will, as soon as practicable, put the funds to good use as described in an approved application. Applicants must have approval in writing for any variance occurring in the approved project.
2. Attend a reception in your honor typically held at HSE Administrative Office Building.
3. Serve as an active ambassador of HSSF to your peers, students, parents and the community.
4. Agree to use a recognition statement similar to the following in all printed materials and publicity about your project: "This project/program has been made possible through a grant awarded by the Hamilton Southeastern Schools Foundation."
5. Create public awareness about your grant:
  - Announce your grant in the school's newsletter or in your school's daily announcements;
  - Submit a News From You article at [www.newsfromyou.indystar.com](http://www.newsfromyou.indystar.com);
  - Send a letter or an e-mail to your student's parents (see attached sample).
6. Submit the "Post Grant Award Report," to include JPG pictures, within one calendar year after the grant is awarded. ***Completion of the Post Grant Award Report is required to be considered for future grants.***

### B. Post Grant Award Report

Congratulations on obtaining a grant from the Hamilton Southeastern Schools Foundation. We hope it will be a rewarding experience for you and your students. Please submit the required Post Grant Award Report within one year from the date of the grant award.

Please complete the following and return to Freedom Kolb, Executive Director, Hamilton Southeastern Schools Foundation.

**Project Director:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Grant/Project Title:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_ **Post Award Report Date:** \_\_\_\_\_

Please address the following in an executive summary of no more than two pages.

1. Brief summary of the project.
2. Describe improvements in curriculum and student achievement resulting from the grant project.
3. Describe the project evaluation tool(s) used.
4. Describe strategies and future plans for the project's continuation, if appropriate.
5. Describe lessons learned, barriers, and/or recommendations for replicating project if applicable.
6. Attach a financial accounting for the project, specifying the use of Foundation funds.
7. Include copies of announcements, or any publicity relating to the grant.
8. Submit JPG pictures or sample of students work from the project.

**C. *Sample Letter to Parents***

(Date)

Dear Parents:

I am pleased to inform you that I recently applied for and was awarded a Grant from the Hamilton Southeastern Schools Foundation. The Hamilton Southeastern Schools Foundation provides grants to teachers to provide the resources to improve enhance and support educational opportunities within the Hamilton Southeastern schools. I am honored to have received this grant and thrilled that your child will experience this program/project.

I was awarded \$ \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ (Explain grant; what the students will do or how they will benefit).

I know this will be a great experience for your son/daughter and I look forward to sharing it with all of my students.

Sincerely,

(Your name)