

HEF Grant Application

Application Deadline: February 28th

Before applying, please read the Grant Guidelines at www.hilliardeducationfoundation.org/grants to ensure your project qualifies.

Please Note: It is the responsibility of the applicant to ensure the project meets all district guidelines and complies with all district rules and regulations and obtains all approvals prior to submitting for funding. For instance, any program requiring technical assistance or a change in facilities would require the approval of the Buildings and Grounds Committee before submission. Any funds, equipment, or projects supported by grant monies are the express property of the Hilliard City School District. Any applicant who does not comply with district guidelines will forfeit any awarded grant.

Contact Information

Applicant Name(s)

Position of Applicant(s)

School(s)

Primary Grant Contact

Preferred Phone

Email Address

**Principal/Authorized Administrator
who reviewed and approved your
submission**

Remember, your principal or administrator must also email us (or you may forward their email) to grants@hilliardeducationfoundation.org

Project Information

Project Category

(Check all that apply)

The following simply helps us identify if you qualify for earmarked funds made available by private donors. "Other" is often the most appropriate choice and does not negatively affect your application.

- High School performing arts project
- Middle School project to promote or expand the arts
- Expert-in-Schools (author, artist, scientist, etc.)
- Multi-building collaboration
- Other

Project Title

Amount of Grant Request

Grade(s) of Students Served

of Students Served

Narrative Information

Applicants responses to the questions below must not exceed five pages. Please answer the questions in the order provided. Descriptions of section headings and questions to be considered when composing your narrative are provided in the help text.

I. Project Summary

Briefly describe the nature of the proposed project, expected beneficiaries and project cost. (Summarize the grant request in one clear, concise paragraph. This statement will serve as the project abstract.)

II. Statement of Need

Describe the educational need that the proposed project is intended to address.

(Provides the "why" of the grant application. Why is his project necessary and important? What research and information supported your decision to initiate this project? How will this project support the HCSD curriculum by filling an educational need? What elements make this project new, innovative or unique?)

III. Project Description

Describe the proposed project. Identify project objectives in terms of specific results and benefits expected. (Provides the "what" of the grant application by explaining to the reader what the overall program is and how it addresses the need described. What are the goals and objectives for the project? What will the project look like? Who is it designed for? Who will participate in the program? How many students/people do you plan to serve? In what ways will students benefit directly from the grant funding?)

IV. Project Methodology & Timeline

Describe the methodology and detailed timeline for implementation of the project. For Multi-Year Projects – Indicate clearly in the timeline when activities will be taking place during each phase/year of the project. (Provides the "how" and "when" of the grant application by identifying the activities and tasks that will be undertaken. What exactly are you going to do, step by step? When will the project start? When will each task be completed? When will the project be completed?)

V. Project Management

Describe how the project will be staffed. (Provides the "who" of the grant application by identifying who does what. Provide information regarding the qualifications, experience, and authority of the project staff. Is the division of responsibility and authority clearly designated? Do all tasks described in the methodology have someone responsible for their completion?)

VI. Project Priorities

In what ways is the project aligned with the funding priorities of HEF? (Identifies why this project should be funded by HEF. What aspects of the program are consistent with HEF's funding priorities or other Hilliard City Schools' priorities? What are the unique educational benefits of this project? Will efforts be taken to implement this project district-wide, or encourage its replication in other schools? In what ways will parents and community members be engaged in meaningful ways with your project? How does the proposed project take an old issue and address it in a new way?)

VII. Project Evaluation

Describe your evaluation plan. (Identifies your plan for self-monitoring. How will you know if the project is successful? What are the anticipated results of the project? What evidence will you collect to determine if the identified educational need has been met? How will you be able to tell if the activities need to be modified from the original plan? Note: For multi-year projects, provide specific details throughout the application about each phase of the project, timeline and how each phase will be evaluated.)

VII. Final Presentation

Should my application receive funding from HEF, I agree to:

Create an electronic presentation of funded grant activities

Budget Information

Please itemize income and expense for the project. We are interested in knowing how the total cost was calculated and how grant funds will be expended. Be as detailed as possible and show how you arrived at the budget amount.

Outside Fees and Services

Please list each fee and service, the amount and the reason for the expense.

Supplies and Materials

Please list each supply and material, the amount and the reason for the expense.

Equipment

Please list each piece of equipment, the amount and the reason for the expense.

Other

Please list any other needs, the amount and the reason for the expense.

Total Project Cost

Applications that show matching funds will be more competitive in the review process. Will the proposed project be supported by other funding sources?

Yes

No

If yes, please list all sources of support, the amount and if the support is cash or in-kind (i.e. product).

Remember to list any support from District/Building, PTO, Business Partners, Other Grants, etc.

Technology Dollars (Optional - Answer this question only if you are requesting funds for technology expenses.)

- Yes, I conferred with the Building Technology Teacher and 1) the requested equipment is not available to/ accessible by this program, or 2) there are no building technology funds available for this requested purchase.