



**H O W E L L**  
EDUCATION FOUNDATION

# ***Grant Application Package***

## ***2020-2021***

### **MISSION STATEMENT**

HEF's mission is to encourage students to fulfill their dreams and to reach their full potential. Our goal is to foster a lifelong desire to learn by sponsoring educational field trips, science camps, scholarships and establishing incentive and recognition programs. This is all made possible by the contributions of the community.

## ***Directions for Grant Application***

1. Review Grant Application package.
2. Fill out Grant Application and obtain required signature from your Principal.
3. Email all applications to grants@howelleducationfoundation.org
4. Upon approval, submit grant invoices with the HEF grant number to Howell Public Schools for reimbursement.
5. Upon the completion of the project, fill out the enclosed Grant Evaluation Form and return it to HEF. Consideration for future grants is dependent upon submission of a completed evaluation form.

### **Grant Application Deadline**

Applications must be completed **and submitted to HEF by December 31st** for inclusion in the current school year.

### **Eligibility**

Any employed by HPS personnel are eligible to apply for grants, as long as direct impact on students can be demonstrated. Previous HEF grant recipients must have submitted a Grant Evaluation Form in order to be considered for future grants.

### **Purpose**

Grants are awarded for the purpose of supporting K-12 curriculum enrichment. They are intended to meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. Grants may include project-related supplies or equipment, workshop fees, and/or resource materials. Grant awards are intended to be used as seed money to fund new programs and projects rather than previously funded projects.

### **Scope and Requirements**

Grant awards are based on the merits of the proposed project, the demonstrated needs of the project and the funds available. An award may cover only a portion of the entire project cost. A detailed budget is essential for projected costs, describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Grant Committee before expenses will be reimbursed. All materials and equipment purchased with HEF funds become the property of the Howell Public Schools and must be identified accordingly.

All applications require a Principal's signature to ensure the alignment of project with District curriculum goals.

Projects must be completed within the current school year of funding approval unless the Grant Chair and HEF President have approved other arrangements.

Grants are not intended to pay for college or graduate school courses, or programs for which funds are otherwise available, nor should they be used to purchase materials, such as core curriculum text and standard school supplies, which should be covered in the school's operational budget.

### **Criteria**

The following criteria will be used to review grant applications:

- Number of students benefiting from project
- Originality of the project
- Impact on colleagues – sharing skills and ideas
- Clarity of the goals and objectives
- Alignment with Howell's K-12 adopted curriculum and Professional Development Plan
- Accountability for funds as detailed in budget request
- Evaluation plan



# HOWELL EDUCATION FOUNDATION

## Grant Application

Grant number \_\_\_\_\_

Date Received \_\_\_\_\_  
(HEF use only)

**Project Title** \_\_\_\_\_

**Submission Date** \_\_\_\_\_

**Contact Person** \_\_\_\_\_  
*\*has read eligibility criteria and deadline*

**Position** \_\_\_\_\_

**School** \_\_\_\_\_

**Phone (work)** \_\_\_\_\_ **(home)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Amount requested** \_\_\_\_\_

<b>Principal Approval</b> _____ <b>Date</b> _____ <i>*signature indicates grant project is in alignment with the District's curriculum goals</i>
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**Please complete by checking all that apply to the project:**

**I/We believe this project**

- borrows from a successful idea used outside of Howell School District
- is a new idea for our school district
- is based upon research by \_\_\_\_\_

### 2 Ways to Submit completed application

- (1) Deliver to HEF box at Superintendent's office
- (2) Email form to [grants@howelleducationfoundation.org](mailto:grants@howelleducationfoundation.org)



**6. When will your project begin and end?**

**7. How will you evaluate whether the objectives of the project have been met?**

**8. What will be the ongoing use or benefits of the project?**

**9. What part of your total budget are you seeking from HEF? Do you have additional sources of funding?**

**10. Attach an itemized list of budget items accounting for your project total. Include a list of materials, equipment, sources of supply, and other costs. Please be sure to include any shipping and handling expenses.**



# HOWELL EDUCATION FOUNDATION

## *Grant Follow-up Evaluation Form*

### **Submit completed application**

1) Deliver to HEF box at Superintendent's Office

1) Email form to [grants@howelledgefoundation.org](mailto:grants@howelledgefoundation.org)

*(Please submit by the first day of the school year following your grant award.)*

**Grant Contact Person** \_\_\_\_\_ **Grant Number** \_\_\_\_\_

**Project Title** \_\_\_\_\_ **Grant Amount** \_\_\_\_\_

**Now that your project is completed, describe the results in terms of your goals and objectives.**

**Discuss the successes and challenges encountered in your project.**

**What impact has your project had on your students, your colleagues, and/or your school?**

**Other comments (use other side if needed):**

**Signed** \_\_\_\_\_ **School** \_\_\_\_\_

**Additional comments**

**[CLICK HERE TO SUBMIT](#)**