Guidelines for 2017-18 HEF Concept Forms and Grant Applications

Any pre-kindergarten through grade 12 educator or administrator employed by Hopkins Public Schools may submit a Concept Form and/or a Grant Application (Deadlines, Applications, & Guidelines) to **HEF Grants Chair, E.S.C. Suite 243** *or* HEF@hopkinsschools.org.

Please note: Concept Forms are _not required_ to receive a grant award. However, by submitting a Concept Form early in the grant cycle, you can receive useful preliminary feedback from Grant Committee members prior to completing a full Grant Application.

Grants We Fund

See HEF's website for a comprehensive view of previously funded grant projects (Successful HEF Grants). Successful grant requests from the Hopkins Public Schools community demonstrate the following HEF values:

- **Engage** students in active, enthusiastic learning, help students overcome barriers to learning, and address achievement gaps.
- **Enhance** the core curriculum through innovative programming, materials, and technology to facilitate learning, and aid individualized instruction and hands-on learning
- **Energize** students and teachers by funding start-up costs for new projects that pilot innovative ideas, encourage teacher collaboration across school sites, and extend staff development to broad groups of educators.

High-Priority Projects …

- Propose unique components that enhance learning (i.e., pilot or model projects).
- Propose novel concepts not previously receiving HEF or Hopkins Schools funding.
- Require only start-up support, rather than ongoing funding. _(Note: HEF does not generally fund projects beyond the initial grant period, but may consider funding a project longer than one year if funds are available and evidence exists of significant learning outcomes.)_
- Enhance learning for, or otherwise positively impact, a significant number of students.
- Explain clear plans for replicating the project at other sites or with other teachers.
- Provide services for students who have different learning styles and/or are nontraditional learners.

Low-Priority Projects…

- Repeat earlier pilot projects later implemented within Hopkins Schools, such as technology grants for laptops, iPads, e-book readers, stand-up desks and stability balls. _(Note: Requests to fund technology devices previously deployed but in limited supply throughout the district are generally not funded, unless the request encompasses an innovative curriculum or teaching approach.)_
- Continue or repeat existing programs and/or programs we previously funded.
- Seek significant transportation costs, staff or substitute salaries, or consumable supplies (non-permanent items or items discarded after use), including t-shirts and books students keep.

Grant Request Denials…

HEF has a limited amount of available funding for each grant cycle. Funded projects are those that will make a significant impact on student learning and educators' professional development.

Grant requests **_may_** be denied because:

- The proposal seeks support for projects HEF cannot legally fund.
- The proposal doesn't provide sufficient detail to allow an understanding of how the program will work.
- The grantwriter doesn't respond to follow-up requests for more information, or lacks sufficient detail.
- The budget/student benefit ratio is too low. HEF always considers how many children will benefit from the project. A cost/benefit ratio is used as one measure across competing proposals.
- The proposal appears to be for item(s) the district could provide, or for which alternate funding is available.

Grant requests **_will_** be denied for:

- Building and grounds alterations, childcare, food, clothing, raffles, door prizes, or other incentives.
- Establishing a foundation or trust, or creating a permanent interest-bearing account.
- Funding other organizations that are themselves fundraisers; or
- Continuing a liability for us beyond the monetary amount of our grant.

Keys for Successful Applications

Concept Forms should:
- Demonstrate that students will benefit directly from the funded grant.
- Clearly state the purpose(s), desired student outcomes, project methods and procedures.
- Provide well-defined measures/benchmarks for the initiative.

Grant Applications should:
- State clear linkages to district-approved curriculum and/or state standards.
- Provide realistic (even if tentative) schedules and completion dates.
- Include an evaluation and reporting plan suitable to the nature of the project, preferably focused on achievement of designated student learning outcomes.
- Include a reasonable, detailed budget (listing any alternate sources of funding as well).
- Address any training components required to implement the project.

Suggestions for Preparing Winning Applications

1. Type your application using forms posted at [Deadlines, Applications, & Guidelines](#).
2. Adjust font size and spacing as necessary to accommodate your answers and explanations.
3. Add pages if necessary, but avoid huge attachments and web links. Label additional pages with last name and application title.

4. Use plain English, define all abbreviations and acronyms, and avoid education-related jargon.
5. Please don't assume HEF is familiar with your school, program, or system, and don't assume we have prior knowledge or experience with the substance of your proposal.
6. Clearly explain all details of your project so that we understand exactly how the program will work.
7. Outline your goals. Describe how they are attainable and measurable. Be specific in explaining how and when you will evaluate your project.
8. For professional development proposals, clearly describe how new educator knowledge will directly impact student learning.
9. Gain approval and support for the project from the essential people (e.g., principal or department chair, support staff, parents, outside partners).
10. Review examples of past successful HEF grants to help you prepare your grant preparation.
11. Ask a colleague to review your application for clarity and presentation prior to submission.

Mandatory Conditions for HEF Grant Awards

*Note: Principals and supervisors **must** verify that project team members have approval to implement the project, and the project meets the overall site or program mission within the school district. Technology grant applications **must** be approved by the district's Director of Technology.*

By accepting HEF's grant award, you assure HEF you have done the following:

1. Discussed with and received approval for your proposal from your principal(s) or supervisor(s).
2. Have verified that funding for the project is not available from normal school or District resources.
3. Will commit the necessary time to conduct the work described in your application.
4. Will complete HEF's required status and final reports.

Grantees _must_ also do the following:

5. Provide grant information for press releases and news articles that ***includes acknowledgment of Hopkins Education Foundation*** as a funding source.
6. Designate, identify, and label equipment acquired with HEF funds as follows: ***"Funding provided by the Hopkins Education Foundation"*** (or similar phrasing).
7. ***Submitting 3-4 photographs in a timely manner of the "grant in action"*** to HEF@HopkinsSchools.org.

Please contact Hopkins Education Foundation staff at 952-988-4149 or HEF@HopkinsSchools.org with any questions.