

Hopkins Education Foundation: *Awesome Fund*

HEF ONLY
Ref: _____

Student Club Grant Application & Program Guidelines

Hopkins Education Foundation (HEF) funds projects to support Hopkins Public Schools students. New for 2017-2018 is HEF's *Awesome Fund* to help registered Hopkins High School (HHS) student clubs pursue projects that **help other students, enhance the community, keep students involved in school, and/or provide students with a meaningful educational experience.**

SUMMARY

Club Name	New or existing club _____ # of club members _____ (last year or expected in 2017-2018)
Student Contact (name, email, phone) Signature	Does your club have a budget and if so, how big is it? No _____ Yes _____ \$ _____
School Faculty Advisor Contact (name, email, phone) Signature	Total grant request \$ _____ Today's Date: _____

PROJECT INFORMATION & BUDGET REQUEST

Project Name															
Briefly describe your club's project idea, how many students will be involved, and how your project will help achieve your club's goals.															
What inspired your club to do this project?															
Have you done this project before? No _____ Yes _____ If yes, describe its success. If no, describe why.															
What will your club members learn from your project?															
How will your club measure your project's success?															
Project cost detail. List specific project items and their costs below.															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; border-bottom: 1px solid black;">Item</th> <th style="width: 70%; border-bottom: 1px solid black;">Description</th> <th style="width: 20%; border-bottom: 1px solid black;">Amount(\$)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: right; padding-right: 20px;">Total Project Expenses</td> <td>_____</td> </tr> <tr> <td colspan="2" style="text-align: right; padding-right: 20px;">Minus other sources of funding from the high school or elsewhere?</td> <td>_____</td> </tr> <tr> <td colspan="2" style="text-align: right; padding-right: 20px;">Equals <i>Awesome Fund</i> \$ Requested</td> <td>_____</td> </tr> </tbody> </table>	Item	Description	Amount(\$)				Total Project Expenses		_____	Minus other sources of funding from the high school or elsewhere?		_____	Equals <i>Awesome Fund</i> \$ Requested		_____
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Student Club Grant Application & Program Guidelines

Submitting an *Awesome Fund* Grant Application. Any Hopkins High School (HHS) student from a registered student club may submit a completed Student Club Grant Application. **Applications are due October 6, 2017**, 4:30 PM delivered to *Awesome Fund* Grants, Attention: Jake Waldman, Activities Office or by email to HEF@hopkinsschools.org.

Awesome Fund Grants must follow HHS club rules. Review HHS's hopkins-royals.com/hq/clubs for an outline of expectations and program support for Student Clubs. Contact Jake Waldman jacob.waldman@hopkinsschools.org with questions. This school year the *Awesome Fund* may have up to 3 grant cycles currently targeted for October and December, 2017 and March, 2018.

Keys to a Successful *Awesome Fund* Grant Application. Successful *Awesome Fund* grant applications aim to ***help other students, enhance the community, keep students involved in school, and/or provide students with a meaningful educational experience.***

In your Grant Application be sure to:

- collaborate with your club members, your advisor, and other educators/helpers to make your project a success;
- use the form provided;
- describe how your fellow students will benefit directly from your project;
- describe how your project will be a success;
- describe project expenses clearly; and
- list any other sources of funding available to your club.

Remember, HEF is likely not familiar with your student club or your proposed project. You may, but do not have to, submit up to one additional page of information about your club and its background. Label the additional page with your club name, your name, and project name.

Additional Guidelines. HEF will likely not approve applications which repeat previous similar student club projects, request significant transportation expenses, lacks sufficient detail to understand how your project will work; lacks student response to follow-up requests for more information; benefits very few compared to the cost; requests things the school district provides; or has better suited funding options available. HEF cannot approve applications which request building alterations; child care; food; raffles; door prizes or other incentives; money to set up a foundation, trust, bank or investment account; money for other organizations; or money which may create a liability.

