

HEF use only: Title _____ Grant amount \$ _____ Grant # _____

Received _____ Approved: Yes _____ No _____ Decision Date ____/____/____

(version 2017-18)

Hopkins Education Foundation Grant Application

Application Deadline: Monday, October 9, 2017, 5:00 pm

- Return signed, completed Grant Application via ONE of the following options:
 - Interoffice Mail to: HEF, Attn.: HEF Grants Committee, Eisenhower Community Center
 - Email (attach PDF) to: HEF HEF@hopkinsschools.org
- Refer to the [HEF Grant Guidelines](#) and [Successful HEF Grants](#) prior to submitting your application.
- If you did not submit an HEF Concept Form, please provide detailed responses to each question.
- If you previously submitted an HEF Concept Form, copy your answers into questions #1-#8, providing additional clarifying details as needed. Complete the entire application. Keep a copy for your records.
- Questions? Please call the HEF office at 952-988-4097.

SIGNATURE PAGE

PROJECT TITLE _____

By signing, you (the Grant Applicant) assure you have discussed this proposal with your principal(s) or supervisor(s), have verified that funding for the project is not available from school or District sources, will commit the necessary time to conduct the project described in this application, and will complete HEF's required status update and final reports.

By signing, principals and supervisors assure that project team members have received approval to implement the project, and the project meets the overall mission of the school site or program within the District.

Applicant's signature _____ Date _____

Principal/Supervisor's signature _____ Date _____

- NO** Funds are NOT available for this grant request in the District/School site budget.
- YES** Funds ARE/MAY BE available for this grant request in the District/School site budget.

PROJECT COMMITTEE

A three-member committee (Grant Applicant plus two colleagues) must be established to oversee the project for its duration.

Second Contact _____ Title _____ Subject/Grade Level _____

School _____ Phone _____ Email _____

Third Contact _____ Title _____ Subject/Grade Level _____

School _____ Phone _____ Email _____

Contact Information	
Grant Applicant(s):	School or Building:
Department and/or Grade(s):	Principal/Department Chair approving project proposal:
Email: Phone:	Estimated Amount Requested: \$

Project Details, Description, and Evaluation
1. Project Title
2. Describe/summarize your project idea and what inspired you to propose it.
3. Which students and/or schools will your project serve? How many will participate in one year?
4. What will students learn from this project?
5. What measures will you use to evaluate your project's success, and when will you perform evaluation(s)?

6. HEF funds projects that engage our students, enhance the Hopkins curriculum, and energize our students and educators. Check all relevant funding priorities below that describe your project.

Check All That Apply

Fosters active and/or enthusiastic learning.	<input type="checkbox"/>
Aims to overcome learning barriers and/or close achievement gaps.	<input type="checkbox"/>
Enhances core curriculum through new program development.	<input type="checkbox"/>
Involves innovative technology to facilitate creative learning methods, individualized instruction, and/or hands-on exploration.	<input type="checkbox"/>
Pilots a new and innovative teaching idea and/or method.	<input type="checkbox"/>
Encourages teacher collaboration across school sites and/or broad groups of educators.	<input type="checkbox"/>
Provides start-up, one-time funding for new initiative	<input type="checkbox"/>

7. Describe how your project will deliver each HEF priority you marked above.

8. What is (are) the long-term goal(s) for your project?

9. How will this project provide new or unique learning opportunities?

10. Provide a timetable of activities/events for your project from inception to conclusion.

11. What will the success of your project look like? (Describe ideal outcomes for student learning.)

12. How you will assess the extent to which specific student learning outcomes are achieved?

PROJECT BUDGET

Refer to [HEF Grant Guidelines](#). (Note: HEF does not fund meals, lodging, and transportation.) List specific project costs below, including fees or services, materials, equipment, supplies, etc. directly related to your project. Attach alternate format if desired.

Item #	Description of Expense Requested from HEF	Estimated Cost \$\$
1		
2		
3		
4		
5		
6		
7		
8		
	SUBTOTAL HEF AMOUNT REQUESTED	=
	Other Sources of Additional Support (District funds, PTO, business partners, etc.) Indicate whether support is cash or "in-kind" support.	Committed Funds
1		
2		
3		
4		
	Subtotal from Other Sources	=
	FINAL HEF AMOUNT REQUESTED	=
	Total ALL Project Costs	=

PUBLICITY FOR PROJECT EVALUATION & ACKNOWLEDGMENT

<p>13. Describe how, and with whom, the results of your project evaluation will be shared.</p>
<p>14. If funded, in what way(s) can you publicly acknowledge project support provided by HEF?</p>
<p>15. Upon project completion, who could present (and when) a 15-minute project summary to the HEF Board?</p>
<p>16. Please provide a 2–4 sentence project blurb for HEF promotional materials. (Plan to provide HEF with a copy of your project’s evaluation results and related photos or publications.)</p>