Guidelines for HEF Concept Forms and Grant Applications

Any pre-K through grade 12 educator, administrator or staff member employed by Hopkins Public Schools may submit a Concept Form and/or a Grant Application through Google Forms to the Hopkins Education Foundation. See HEF's website for links to the Applications and specific due dates: Applying for a Grant | Hopkins Education Foundation.

Ninth through 12th grade students who apply for student club funds should refer to **The Awesome Fund** page on the HEF website: Awesome Fund: Empowering Student Clubs to Do Cool Stuff | Hopkins Education Foundation

Note: Concept Forms are *not required* to receive a grant award. *However*, by submitting a Concept Form early in the fall or spring grant cycle, you will receive useful feedback from Grant Committee members prior to completing a full Grant Application.

Grants We Fund

See the Grants pages on HEF's website for a comprehensive view of previously funded grant projects. Successful grant requests 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 student learning (i.e. pilot or model projects).
- …Propose novel concepts not previously funded by HEF or Hopkins Public Schools.
- …Require only start-up support, rather than ongoing funding.
- …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.

Note: HEF does not generally fund projects beyond the initial grant period but may consider funding a project past one year if funds are available and evidence exists of significant learning outcomes.

Low-Priority Projects

- …Repeat earlier pilot projects later implemented within Hopkins Public Schools, such as technology grants for laptops, iPads, e-book readers, stand-up desks and stability balls.
- …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.

Note: Requests to fund technology devices previously deployed but in limited supply throughout the district are generally declined, unless the request encompasses an innovative curriculum or teaching approach.)

Grants We Do Not Fund

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

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 do the following:
- 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 do the following:
- 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.

Final Suggestions for Preparing Applications

1. Submit your application using Google Forms (link provided here: [Applying for a Grant | Hopkins Education Foundation](#)).
2. Adjust font size and spacing as necessary to accommodate your answers and explanations.
3. You may add illustrative web links as needed to the Google application.
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 application.
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 <u>not</u> available from normal school or district resources.
3. Will commit the necessary time to conduct the work described in your application.

Grantees <u>must</u> also do the following:

1. Complete HEF's required **Final Report** (which will be included with your grant award packet).
2. **Publicize** your project on social media and through your school's newsletters, etc., ***including an acknowledgment of Hopkins Education Foundation*** as the funding source.
3. Designate, identify, and label equipment acquired with HEF funds as follows: ***"Funded by Hopkins Education Foundation"*** (or similar phrasing). HEF has 2" x 2" stickers, available by request.
4. ***Submit photographs or video in a timely manner to illustrate your "Grant in Action"*** to HEF@HopkinsSchools.org.

Please contact Hopkins Education Foundation staff at 952-988-4097 or HEF@HopkinsSchools.org with any questions.