

HPTS Foundation Grant Application 2018-2019

- ❖ The mission of the HPTS Foundation is to provide students resources and opportunities to excel and become the foundation of our future.
- ❖ **Your Grant Application (open to teachers and staff) should include the following 2 parts:**
 1. **A completed signature page (use information on page 2 of this application)**
All applications must be approved (with signature) by your school principal.
 2. **A detailed narrative of the proposed grant, including all points listed**
The Grant Application should be no more than two (2) pages. All price information should be the most current, **list** price information available. Please include an updated “Shopping Cart” printout in your grant application (if applicable), complete with quantities requested **and shipping costs** added at the bottom.
- ❖ **PLEASE:**
 - ✓ Include an updated “Shopping Cart” printout, complete with quantities **and shipping costs** added at the bottom.
 - ✓ DO NOT include website links in your grant application. Please print the web pages as exhibits or attachments.
 - ✓ Be mindful when you are pricing out the cost of your materials using “specials”, like free shipping, promotional pricing or volume discounts. What may be available in February might not be honored or available in July.
- ❖ The HPTS Foundation prefers that completed Grant Applications be sent electronically to the email address: doreen@hpts.us
- ❖ The grant review process will begin immediately following the deadline. Please be prepared to discuss your proposal with a Grant Committee member if needed. Grant applicants will be notified of a decision by April 18, 2019.
- ❖ The Grant Committee may request a presentation of the proposal.
- ❖ Should your grant be awarded, the funds would be available after July 1, 2019 and a follow up report and photos are required.

- ❖ **According to the HPTS Foundation cannot fund the following types of requests:**
 - Capital projects (i.e. ”bricks and mortar”)
 - Consumables (food, craft supplies, etc.)
 - Field Trips
 - Staff stipends and salaries
 - Ongoing, multi-year projects
 - Non-curricular projects

**Applications must be submitted no later than
Friday, March 1, 2019 @ 12:00 noon to doreen@hpts.us**

Please complete the following questions about your grant proposal, including a discussion of all the points listed below. You may include any additional information and attachments you feel are relevant to the presentation of your request. This section should be no more than two (2) pages excluding attachments.

1. Project Description, Curriculum Goals and Impact

- a. Describe the details of the grant request (curriculum, activities, new products/equipment, and training)?
- b. Who is the target student population? Are there other groups that may benefit from this grant request?
- c. What specific benefits will the grant request bring to the curriculum? The students?
- d. How is this element of the curriculum currently delivered? Are there similar tools in use in the District?
- e. Will the grant request change or add a new element to the curriculum?
- f. Has the grant request been reviewed with members of the curriculum team? What was the feedback?
- g. Has this proposed enhancement been implemented in other school districts? What benefits have they realized?

2. Implementation

- a. Who is responsible for the implementation of the grant request? Please list all stakeholders.
- b. What is the proposed timeline for implementation?
- c. Is the implementation of the grant request dependent on other factors? Please explain.
- d. How and when will the success of the grant request be measured? Who will evaluate?

3. Cost Detail

- a. List all costs for the grant request:
 - Materials/product – please include an updated “Shopping Cart” printout with quantities, if applicable.
 - **Shipping** – please include all shipping/handling costs to the “Shopping Cart” or to the final itemized total.
 - Installation
 - Training
 - Ongoing/future maintenance
 - Implementation
- b. List all funding sources:
 - Requested grant amount
 - Outside sources
 - HPTS Funds
- c. HPTS Budget Discussion
 - Has this grant request been submitted to the District for current budget consideration? If so, what is the status?

INCLUDE THIS INFORMATION AT THE TOP OF YOUR PROPOSAL

Proposed Project Title:

Amount Requested:

Name of Applicant(s):

Title:

Email address:

Telephone:

Applicant Signature:

Building Principal Signature: