Grant Request Application Instructions

The Heyworth Education Foundation encourages all staff within the Heyworth CUSD #4 to consider requesting a financial grant from our Foundation.

Please keep in mind that to receive grant consideration, your project/proposal must:

- Enhance the academic experience of students or staff
- Be outside the regular school district budget
- Launch innovative opportunities or learning experiences

Examples

Funds may be granted for initiatives such as:

- Special experiences or programs
- Supplemental equipment or technology
- Field trips, lecture series, or speakers
- Project supplies beyond what is covered by the usual school budget

Funds will not be granted for:

- Salary increases
- Purchase of textbooks for regular curriculum
- Operational supplies for regular curriculum
- Rewards (parties, trips, prizes, etc.)

HEF grant proposals should be submitted to the building principal for his/her approval/signature.

HEF grant proposals can be returned to a committee member (Michelle Harris or Eric Updegraff) or a principal at any time.

The completed proposal must consist of the Grant Application Form and the Grant Description (which should not exceed two typed pages).

Applicants and the building principals will be notified of the status of each grant proposal after the HEF meeting which usually occurs during the 4th week of each month.

If you have any questions or need additional information, please send an email to
heyworthedfoundation@gmail.com

Heyworth Education Foundation

Grant Request Application

Applicant Name(s)*:*

Project/Proposal Title*:*

Building: ❏ HHS ❏ HJHS ❏ HES

Target Audience*:*

Number of Students Benefiting*:*

For School Year*:*

Total Dollar Amount of Request: $

Please indicate other sources solicited for funding and amounts received, if any (for example, other grants, Boosters, HOPE, Student Clubs/Organizations, fundraising, community, other)*:*

HEF Board Action:

Approved / Denied

Date:

Additional Comments:

Response Generated (date):
By:

Date Invoice Received:

Date Payment Sent:

Applicant Signature(s) & Date:

Building Principal Signature & Date:

Director of Technology Signature (if applicable) & Date:

Grant Description

Please complete the following five questions in order to provide a description of your proposal. Answers to the five questions should not exceed two typed pages.

1. Briefly describe the proposed project/program and the objectives it would accomplish.

2. What is the estimated cost of the project/program? (Please include itemized list)

3. Describe the timeline of this project/program. Is it repeatable/reusable?

4. Who and how many would benefit from this project/program? What would be the impact on students/staff?

5. How will you evaluate the success of this project/program?