HOP Mini Grant Application Process

Descriptions of HOP Mini Grants:

These grants are intended to be used by classroom teachers, special education teams or other Haynes professional support staff to purchase materials for a project that enriches the students' learning experience but goes beyond the annual HOP to Staff stipend and/or outside of the school budget. Mini Grants can be used for special projects, curriculum enhancement or enrichment experiences.

How to submit your HOP Mini Grant request:

1.) Complete the attached HOP Mini Grant application, attaching any supporting documents if applicable.

2.) Submit application to Bryant for review prior to submitting to HOP.

3.) Following review by Bryant, submit to HOP Co-Chairs at HaynesHOPCoChairs@gmail.com, who will let you know when the next HOP Board meeting is and expected timing for response. Application will be brought up at the next HOP Board meeting, with notification of approval or any follow up questions expected shortly thereafter.

4.) Please note that HOP Mini Grants have a finite budget and will be allocated on a first come-first served basis. Submit your HOP Mini Grant requests as soon as possible.

Questions? Contact Mary Ahmad & Arcan Guven, HOP Co-Chairs at HaynesHOPCoChairs@gmail.com.

Haynes Organization of Parents

HOP Mini Grant Application

Applicant Name/Grade Level/Position: _____

Date Needed: _____

Contact e-mail: _____

Amount of funding requested: $_____ (please provide itemized list below, use back of form for more space)

Item	quantity	cost			

Approximately how many students/staff/parents will be served by this grant? _____

Please provide a brief description of your project to be funded by this grant, including how it aligns with the curriculum.

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Principal's Signature_____

Date_____

Notes

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HOP Board date of approval _____