

## HCSF GRANT APPLICATION

### Guidelines – as of Spring 2024

Funding for projects may cover some of the following:

- Specific materials or resources which are critical to existing programs and/or curricula
- Technologies and tools which support the System's priorities and funding needs
- Materials, resources, or products to support project
- Consultant or trainer fees
- Teacher stipends (collaborative time)
- Conference registration fees
- Travel fees associated with the conference (mileage and meal reimbursement in line with HCS district guidelines)
- Consultant fees / resources for internal professional learning
- Food or other consumables may be covered when necessary for instructional purposes.

Funding will generally not cover the following:

- Professional Development requests for the same opportunity within four years.
- Consumables, incentives/prizes, and furniture. (HCSF encourages applicants to contact their PTOs for these expenses.)

#### INFORMATION ABOUT THE GRANT APPROVAL PROCESS:

1. Grant applications are reviewed and discussed by the Homewood City Schools Grants Committee members AND school system administrators prior to approval.
2. The number of grants and the amount of money budgets for grants varies from one grant cycle to the next.
3. The committee will use specific criteria to evaluate grant submissions. (See criteria below.)
4. All applicants will be notified about grant decisions before mid-semester.

#### EVALUATION CRITERIA

##### **Strategic Plan**

*\* Uniquely supports the Homewood City Schools Strategic Plan*

##### **Justification**

*\* Emphatically provides information about the importance of the proposal*

##### **Sustainability**

*\* Precisely describes how this will be beneficial for the long-term*

##### **Student Impact**

*\* Specifically details the relevance and advantage this offers to students*

##### **Cost Effective**

*\* Effectively expresses why this is the best use of the funds requested*