

HTEF Grant Application

Make a copy of this document in order to edit. Then, information should be typed into this document and shared with the building principal.

Applicant and Grant Information

Name	
School	
Position/Title	
Email Address	
Title of Project/Activity	
Amount Requested	

Description

Goals & Objectives: Provide a summary of your proposal. Please include the goals and objectives of this project, activity, or initiative.

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Target Population: Identify the number of students being served by this project, activity, or initiative. You may include grade levels, a description of student population, etc.

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Timetable for Implementation: Provide a brief timeline for the project, activity, or initiative, including beginning and ending dates.

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Evaluation: Describe how you will determine the success of the project, activity, or initiative using measurable or evidence-based terms.

Impact: Describe how the project, activity, or initiative

- a.) enhances the curriculum and/or supports the Standards.
- b.) promotes student engagement, teaching innovation, and/or teacher collaboration.

Please provide any other relevant information about your proposal.

Budget: Use the chart below to provide a detailed budget that includes the materials needed for the project. Please ensure that you have researched the equipment/materials available in the district as well as district approved vendors before requesting them in your application. Confirm S&H or add 15% to cover the cost.

Item Description	Cost for Item(s)
Shipping & Handling (if unknown, add 15%)	
TOTAL	

Project Coordinator Checklist

Please enter your initials to indicate that you accept the following requirements

Checklist Items	Initials
The grant applicant has contacted relevant personnel to ensure that the materials/equipment requested are not available within the district.	
All materials purchased with grant funds are property of the Haddon Township School District.	
The grant applicant will submit receipts for expenditures within thirty (30) school days of project completion.	
If the project comes in under budget, all unused funds will be returned to the HTEF within thirty (30) days of project completion.	

Signatures and Date Submitted

This form can be submitted digitally using the Google Doc “Share” feature.

Applicants – E-sign and share the Google Doc application with your building principal.

Building Principals – if the application is accepted, please e-sign and share with the Superintendent.

Name	Signature	Date
Grant Applicant		
Principal		
Superintendent		

Thank you for completing this application form. All applicants will be notified via email of the result of their application.

If you have any questions, please email us htedfoundation@gmail.com. Please include “Grant Application” in the subject line.

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HTEF Use ONLY

Name	Signature	Date
Received by		
Reviewed by		
Grant Awarded by		
Grant Denied by		
Applicant Notified by		