

Haldane School Foundation Grant Application

Fall Cycle Deadline: Oct 31
Spring Cycle Deadline: April 30

How to Complete This Application

Download a version in Microsoft Word. Click the File menu, select Download As, and choose *Microsoft Word (.docx)*. Complete the application, have it signed by a building administrator and email it as a PDF to grants@haldaneschoolfoundation.org.

Section 1

Project Title

Project Abstract

(Write 2-3 sentences that summarize the project and its purpose)

Total Project Budget

(total dollar amount)

Amount of Grant Request

Applicants

(List the names of project leaders: Titles, Email, Phone)

Student Impact

(How many students/grade levels will benefit from this grant-funded project?)

Has this grant been submitted before?

(Yes/No)

Administrator(s) Endorsement (type administrator name in space below)

Administrator(s) Signature(s)

Date: _____

Date: _____

Section 2

Project Summary

(This summary should help grant reviewers understand the purpose and impact of your proposal. Please be detailed.)

In your project description, please address the following:

- What is the purpose of this project?
- What curriculum needs, learning standards (Common Core, ISTE, NextGen Science, etc) and/or district goals (Strategic Plan) will this project address?
- How will this grant enhance the student learning experience? Describe the student activities.
- What is innovative or novel about this grant?
- How will information about the project and its results be shared with the school and community?

Project Implementation

(Describe the timing of project activities.)

Project Budget

(Itemized list of expenses e.g. equipment, materials, travel, consultants, fees, other funding, etc)

Expenses	Amount (\$)
Professional/Consultant	
Travel	
Equipment/Materials	
Advertising/Printing	
Admission	
Total Expenses	

Contributions	Amount (\$)
School	
Parent	
PTA	
Other	
Total Contributions	

Project Sustainability

Briefly explain the following:

- What is the plan for continued funding or professional development so that the project or its benefits will continue after the project period ends?
- If this project is likely to be repeated in the future, how would it be funded?

Section 3

Project Reflection (upon completion of the project)

Please note if your grant request is funded, we will require a project reflection to be submitted before the end of the school year. This reflection will be a brief summary of your project accomplishments. Reflect on your experiences. You may attach files or links that demonstrate how student learning was enhanced e.g. student projects, videos, testimonials, literature, etc. The reflection must be submitted using the [Grant Feedback Form on the HSF website](#).

HSF Grant Application FAQ

Q. When is the application due?

A. We have two grant cycles - Spring and Fall.

Deadlines are April 30th and October 31st

Q. Can I apply for an urgent 'out of cycle' grant?

A. If you have missed a grant cycle but have an urgent need for funding, you may submit an out of cycle grant application as long as you have the support and signature of the Haldane Superintendent.

Q. How is it submitted?

A. Having printed the application from the HSF website, complete all sections and email as a PDF attachment (along with any supporting documentation) grants@haldaneschoolfoundation.org using the title 'HSF Grant Application'.

Q. Who can submit an application?

A. Any member of the Haldane community (staff member, student, parent, community member) as long as they are supported by a Haldane Faculty Member.

Q. What happens after my application is submitted?

A1. Grant applications are given a brief, initial review to ensure that they are complete and have been signed off by a Haldane Faculty Member. Incomplete applications will be returned.

A2. Depending on submission date, applications are held until either the Spring or Fall review meeting between HSF members and Haldane Administration. Each application is reviewed and prioritized by Haldane Administration and discussed in terms of overall available HSF budget and grant allocation criteria (see below).

A3. The HSF Grant Allocation Committee meets to review each application in detail.

A4. Recommendations are made to the whole HSF Board, discussed and voted on.

A5. Successful applications are then passed to the BOE for approval.

A6. Applicants are informed via email whether their applications have been successful and funds have been allocated.

Q. What criteria are used by the HSF to evaluate grant applications?

A. We want to support programs that:

- a.Are in line with our Mission Statement
- b.Support and enhance the excellence of the Haldane Central School District
- c.Are directly related to student learning
- d.Are outside the scope of regular items budgeted by the BOE
- e.Provide supplies, equipment, software, resource materials, expertise and hands-on experiences
- f.Have meaningful impact on many students
- g.Are exciting, creative and innovative
- h.Generate enthusiasm for learning
- i.Have potential for long-term benefits for participating students and the district
- j.Can be continued beyond the initial project period
- k.Present specific and detailed methods of evaluation

Q. Who do I contact if I have questions?

A. If you have any questions please email grants@haldaneschoolfoundation.org

Q. If my application is successful, what happens?

- A1. If your program is fully or partially funded, you will be informed by email and given a grant number which is used to track any money spent relating to that grant.
- A2. Money allocated should be spent within a year and you should keep a careful record for proper reimbursement via the school business office.
- A3. Share your program and acknowledge the HSF! We are able to support your project because of our community, it really helps to share the wonderful things that are done with photos, news articles...whatever keeps our community connected.
- A4. Once your program is complete, go to the HSF website and complete a [Grant Feedback Form](#)