



Application Funding Guidelines

The Howards Grove Education Foundation, Inc., (HGEF), is a 501(c)3 charitable corporation which solely supports the Howards Grove Public School District by providing funding to educational projects via an application process. HGEF is an independent entity and is not part of the Howards Grove Public School District. The mission statement of the foundation is as follows: "To support the Howards Grove Public School District in its mission to provide a caring, innovative learning environment."

Criteria Guidelines

- ❖ HGEF supports new and innovative programs and projects of the Howards Grove Public School District. Parents, students, alumni and staff of the district may initiate requests for programs and projects. Applications may be for both academic and non-academic projects.
- ❖ Only projects accepted by the Board of Education are available to receive HGEF funding.
- ❖ Support of the project by community and school personnel will be taken into consideration.
- ❖ Having other necessary funding sources in place will be positively viewed.
- ❖ There is no average size for a grant. Money available will vary upon the success of the endowment.
- ❖ Applications are accepted twice per year. **Application deadlines are September 30th and April 30th.** Notification of grant status will be in November and June, with funds available in December and August.
- ❖ Once funding is received from HGEF, a report (oral or written) must be submitted within a year of implementation as to the use and success of the project. This report should include still pictures or video, including a release for use of pictures in our promotional materials and website. In addition, we should be mentioned as a funding source in any press releases published regarding the project.
- ❖ The Project Selection Committee is open to all members of the Board of Directors of HGEF. Although some members may be educators, many are not. Therefore, please limit your use of educational jargon and explain your need for funding as if you were speaking to the public.

The Howards Grove Education Foundation Cannot Fund the Following:

- ❖ Staff Positions;
- ❖ Department, district, state or federal required/mandated curricula needs;

- ❖ Projects in need of continual funding;
- ❖ Operational or safety expenditures;
- ❖ Field trips;
- ❖ Items already purchased;
- ❖ Expenses that have previously been part of any budget – local, departmental, state, federal or other.



Funding Application

1. **Date of Application:**_____

2. **Name of Project:**_____

3. **Name of School or Organization:**_____

4. **Total Cost of Project:**_____

5. **Amount of Funding Requested:**

6. **Other Sources of Funding Available:**

7. **Number of students served by this project:**_____

8. **Contact Information – Please include name, email address and phone number of person(s) to contact with regard to this application:**

EXPLAIN YOUR REQUEST FOR FUNDING

1. What is your project?

2. How do you plan to implement the project?

3. What is the time period for implementation of this project?

4. How will teachers use this project?

5. How will students use this project?

6. Why do you feel there is a need for your request?

7. How will you measure the success of your project?

8. Have you requested funding currently or in the past for this project from the Howards Grove Public School District Board of Education? When? Was it funded or rejected?

9. Do others support your project within our community and school system? List those individuals and their affiliation to your request. (Be specific. DO NOT SIMPLY LIST “PARENTS, OTHER STAFF AND STUDENTS.” We will contact those listed to affirm their support. Please tell them their names and phone numbers will be given to HGEF.

10. Please provide a quote with application for further clarity and transparency of use of funds.

If the Board of Directors of the Foundation considers your project for funding, you may be asked to meet with the full board or provide additional information regarding your project.

*All materials funded become the property of school and
are not the property of the individual who requested the grant.*

School Principal Signature: _____

HGSD Administrator or Superintendent Signature: _____

Signatures from above required, then email completed application to:
romyhg57@gmail.com

Application Deadlines – September 30th and April 30th