

TO: HSF grant applicants
FROM: Hodag Schools Foundation
RE: Grant Application information



APPLICATION GUIDELINES

- K-12 teachers may apply for grants once each year. These grants may be applied for individually, as teams, or school-wide. HSF prefers to fund ENTIRE projects but may award partial funding. Former awards have averaged \$1100.
- **Project(s)/program(s) with the greatest chance of funding should address these criteria:** 1) show innovation, sustainability, and reach the greatest number of students; 2) support professional development leading to student achievement; 3) enhance school/community communication; 4) encourage community and parental involvement, and 5) promote and celebrate excellence in education.
- If the request involves technology, the application must include a completed and approved **HARDWARE/PERIPHERAL REQUEST FORM**. Principals should be aware of the grant request.
- HSF awards grants annually as funds permit. **Deadline date is November 15.**

CRITERIA FOR COMMITTEE REVIEW AND EVALUATION

- Application must include goals, project/program description, evaluation method(s), publicity plans, and itemized and totaled budget (see application form). Applications without totals will NOT be considered.
- Applicants must provide HSF with feedback upon the completion of their grants. HSF needs pictures, and requires appropriate evaluation and proof to show grant success. Failure to provide feedback may affect future grants.
- Applications are submitted by email to hodagschoolsfnd@gmail.com by November 15 each year.

POST-GRANT GUIDELINES

- All grants are to be finished and invoiced to HSF by May 1 of the year the grant is received.
- Grant recipients must notify the Hodag Schools Foundation ASAP if the awarded project/program cannot be initiated or is delayed.
- Recipients must inform HSF of any proposed changes in the awarded grant. Also HSF must agree to these changes, whether it is reduction of awarded money or different use of funds.
- Grant money not spent and invoiced to HSF by May 1 of the grant year is no longer available unless the change is approved by HSF.
- If any grant recipient moves to another school within the District, any tangible property that was acquired through this grant will either remain at that school or transfer with the recipient. HSF must be notified of the change.
- All materials acquired through the grant are the property of SDR.
- Applicants are required to provide assistance to HSF for public relations purposes. Assistance may include pictures, articles for news stories, etc.