



MINI-GRANT APPLICATION 2016-2017

Deadline to Apply: Friday, March 10, 2017
Applications must be received at the Hallsville
Education Foundation Office by 4:00PM.

Grant Workshop Dates:

- ♥ December 1, 4-5:30PM
- ♥ January 5, 4-5:30PM
- ♥ February 2, 4-5:30PM

All workshops will be held in the Special Ops Training Room.
Attendance at one of these workshops is NOT required to submit a
grant, but suggested. Teacher projects and best practices will be
shared. Regardless of your grade level, you may attend any session.
Email your reservation to bgodsey@hisd.com.



Dear Applicant:

The Hallsville Education Foundation is EXCITED to announce our new Mini-Grants Program. This is an opportunity to award educators up to \$500 to enhance learning for students. In developing your request, you might ask yourself, "How can I enhance learning for the students I teach or encounter every day?" Perhaps those ideas include new equipment to make delivery of information more engaging; hands-on learning tools that can encourage more engaged students; or a book exchange program to encourage reading. Perhaps you want to create a safe space for students to decompress before heading back to class to improve a student's readiness to learn or reduce anxiety before a test; purchase Scrabble boards to start a new club; start a running club; or buy new interactive software to engage students or a new learning app for classrooms with iPad devices.

The ideas are endless and every campus and every classroom has different needs. Ask yourself, "What could make the difference for my students?" and then take the time to ask for what you need in your application.

The Mini-Grant application is due by March 10, 2017, and will be awarded in April. Applications can be downloaded from our website at hisdfoundation.org. Please send a hard copy of your completed application addressed to Hallsville Education Foundation through the HISD campus mail no later than March 10, 4:00PM. Should you need further information regarding this application or the Mini-Grant Program, please contact Beth Godsey, Hallsville Education Foundation Executive Director at bgodsey@hisd.com.

The 2016-2017 Mini-Grants can be used to support any project or program that has promise to increase the academic success of our students and may be submitted by ANY employee in HISD. All items purchased with Mini-Grant awards become the property of HISD. This is NOT the Innovative Grant Application for grant ideas up to \$5,000.

We look forward to hearing about your exciting ideas and hope that you will take advantage of this opportunity to apply for funding that we are confident will enhance student learning on our HISD campuses and throughout the District. Thank you for all you do for students!

Sincerely,

Jackie VanDusen
President

Application Guidelines Mini-Grants Program

The Hallsville Education Foundation invites applications for 2016-2017 Mini-Grant funding. Applications must be delivered no later than Friday, March 10, 2017 at 4:00PM.

Eligibility: To be eligible for this funding, you must be an employee of HISD wanting to make a difference for students.

Awarding of Funds:

- ♥ Grants will be awarded UP TO \$500.
- ♥ Funds will be allocated by the Hallsville Education Foundation.
- ♥ Items that can be reused in future years are highly encouraged so that your work can be continued.
- ♥ Each eligible application will be reviewed and scored by members of the Grants Committee representing the Hallsville Education Foundation.

Requirements and Guidelines:

- ♥ Approval of the Principal is required on ALL applications as indicated by signature on the application.
- ♥ All technology grants (computer software, hardware and equipment) must be approved by the Mark Page, Technology Department, as indicated by signature on the Cover Page of the application.
- ♥ All grants requiring services from Facilities for start-up OR maintenance must be approved by Mr. John Martin, as indicated by signature on the Cover Page.
- ♥ Individuals are permitted to submit only ONE Mini-Grant application.
- ♥ All project activities must comply with HISD policies and procedures.
- ♥ All grantees are required to post a Grant Winner sign in a visible location on their campus/ classroom to help support the Grants Program and raise awareness of the Hallsville Education Foundation's support.
- ♥ All grantees are asked to use the Foundation logo and name where their project or program is being displayed or recognized including social media, websites, and newsletters.

Grants will NOT be awarded for: Items which are already available through campus, district, state, or federal funding.

Reporting and Evaluation for Funded Projects:

- ♥ A simple, one-page written evaluation form is required by March 31, 2018.
- ♥ Grantees are asked to submit electronic photos for use in sharing the success of their funding and it is assumed that photos sent have appropriate photo releases for all shared photos. Photos and updates are welcome throughout the year and will be posted on our website and in social media.

Mini-Grant Application Cover Page

The Hallsville Education Foundation believes that investing directly in teachers and District employees is one of the best ways to improve student learning, student engagement and student retention. In keeping with our mission, goals and objectives, the Innovative Grant Program provides HISD employees with the resources to expand and enrich the academic environment and provide students with powerful learning experiences that will significantly impact their academic achievement and success as we work to become a model school district. Please submit this application with the required signatures through the HISD campus mail no later than March 10, 2017, 4:00PM, addressed to Beth Godsey, Hallsville Education Foundation.

FOUNDATION USE ONLY—APPLICATION NUMBER: _____ DATE RECV'D: _____

Project Title: _____

Amount Requested: _____ Applicant Name: _____

Campus: _____ Grade Level/Subject: _____

Phone: _____ Email: _____

- I understand that these funds are awarded to support my work in HISD and to my knowledge at this time, I plan to be in HISD for the 2017-2018 school year. I also understand that all items purchased with grant funds from the Hallsville Education Foundation become the property of HISD and must remain on an HISD campus or in a HISD department.

Applicant Signature: _____

As Principal, I have reviewed the attached application and budget and I certify that this project would be a good use of funds and supports the District goals and/or campus improvement plan. Additionally, I will help ensure that the goals and requirements for this project are met. I understand the granted supplies/equipment will be used in the manner in which they are awarded.

Principal Signature: _____

Mark Page—Technology, Signature: (if applicable) _____

Mr. John Martin—Facilities, Signature: (if applicable) _____

PROJECT OVERVIEW

This project is: A New Project
 An Expansion of an Existing Project I Piloted With Previous Grant \$\$ or Personally Funded

Project Involves:
 Classroom School-Wide Multi-School
 Multi-Classroom Grade Level/Team Other _____

Number of Students Impacted: _____ out of _____

PROJECT SUMMARY

Project Detail

Describe the need your project will address.

What will be gained as a result of this project?

How will you achieve those outcomes described above?

How will you know your project has been successful? (Data can be quantitative or qualitative)

How will you celebrate this success?

BUDGET REQUEST

Project Title

♥ One vendor per Budget page. Print additional Budget pages, as needed.

♥ Do not include sales tax.

Vendor Information			
Name:			
Address:			
City, State, Zip Code:			
Phone Number:		Email:	
Fax:		Website:	

Item Number	Item Description	Quantity	Price Per Item	Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			Shipping	\$
			Total:	\$

Number of students who will be directly impacted by this grant: _____	Cost per Student: \$ _____
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What is special to your implementation that makes it different from other similar projects and programs?