

Innovative Grant Selection Process

Selection Process:

1. Application forms may be obtained online through the web page at www.henriettaisdef.org
2. Teacher initiated applications must be reviewed by the Campus Leadership for congruence with campus programs.
3. Applications are due via Google Forms, no later than August 28, 2023.
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. Education Foundation directors appointed by the president of the HISDEF Board of Directors
 - b. *Community Representatives as approved by the Foundation Board of Directors*
 - c. Others as determined by the HISDEF Board of Directors
5. If recommended for approval, the application is presented to the Board of Directors of HISDEF in summary form for review and formal approval.
6. If approved by the HISDEF Board of Directors, the application is collectively presented to the Henrietta School Board for formal acceptance of the grant funds.
7. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of Grant Recipients:

- Use the awards for the purposes intended.
- Funds must be expended by the end of the semester immediately following award notification. Projects awarded must be fully implemented by the end of the following semester.
- Project must be fully implemented, and final report submitted to HISDEF before recipients can submit an application for another grant.
- Agree to share successful procedures in staff development sessions.

When applying for a grant, please remember the following:

- Do not use the name of your campus in the application.
- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the following semester.
- ***Grant Applications should be submitted to the HISDEF electronically.***

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Tips for a Successful Application

Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Show how project relates to the District/Campus Action Plan(s).

Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Evaluation:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

Partners:

- Are there others who will participate in this project?
- What will their roles be?