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**HAMMONTON EDUCATION FOUNDATION**

Grant Program

**APPLICATION OVERVIEW**

**PURPOSE**:

The Hammonton Education Foundation, Inc. is an independent, nonprofit, community-based organization established to acquire and distribute funds and other resources for the purposes of supplementing and enhancing the quality of education for students in the Hammonton School District.

**The goals of the Foundation are to**

1. Raise funds to **enhance** the **quality** of educational programs
2. Encourage **creativity** within the staff by supporting **unique** projects.
3. Promote **enrichment** activities for the benefit of the student body.

Grants will be awarded once a year in May. Applications must be submitted by **MARCH 15TH. Anyone awarded a grant in the previous year(s) is still eligible to apply.**

The applications will be reviewed by members of the Grant Program Allocation Committee and will be evaluated according to our goals. **Applications that do not follow the instructions and deadlines will not be considered except under extreme circumstances.**  Consistency with the goals of the Foundation, as stated above, is critical. In addition to these goals, an emphasis is placed on the grant program impacting as many students as possible, so collaboration with colleagues across grade levels and/or departments is important.

**Individual teacher grant proposals must not exceed $5000.**

**Multi-grade project proposals may exceed $5000**

If awarded a grant the recipient(s) takes responsibility for the project as stated in his/her application and agrees to provide accurate accounting of the funds. The grant funds will be deposited with the Business Administrator’s Office. Requests for the grant funds will be made through the Business Office with a requisition form and a copy of the invoice to be paid.

**Grant applications are available online at** [**http://hefonline.org**](http://hefonline.org) **as well as in the principal’s office in each of the schools. If your grant is approved, a final report will be required so that the educational enhancement your project provides the students may be displayed on the HEF website. Pictures are most welcome along with the narrative.** This final report is due at the end of the school year in which the grant was implemented. It must include a full description of how student learning was enhanced based on your original grant narrative.

**HEF TEACHER GRANT PROGRAM APPLICATION**

Title Page

**GENERAL INFORMATION**

Applicant(s) Name:

Current Position(s)

Grade(s) School(s)

Principal (s)/Supervisor(s)

School(s) Phone Email

**PROJECT OR PROGRAM TITLE AND DESCRIPTION**

Title:

Grade Level(s): Length of Project:

Approximate number of students impacted:

Please summarize the proposed project or program including the goals of this request. **If this is a full-year project, please provide a timeline**. (Use as much space as needed)

Please describe the need for this project or program: (Use as much space as needed)

**PROJECT/PROGRAM PLAN**

Please explain your project or program and how you plan to implement it. (Use as much space as needed)

**ITEMIZED BUDGET**

Please list the materials, equipment, services or any other budget items

***Remember to speak to a district technology specialist for all technology related items.***

**Items Cost**

Total Budget $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* If an item can only be purchased through one company, an estimate must be included. If an item can be purchased from more than one company, 3 estimates must be included with the best estimate listed under the budget section.

Thank you for your HEF grant application. Please feel free to attach additional information, narrative, or documentation. Please include images or photos when possible of the items you wish to purchase. **Please submit this original grant application and ten (10) copies in a manila envelope of the entire grant to your building principal. Please make sure all appropriate signatures are obtained. Application deadline to the administration is Friday, March 15,2019.**

**STATEMENT OF ASSURANCES**

The applicant(s) hereby assure the Hammonton Education Foundation that

1. The program/equipment as approved will be implemented as written.
2. Any funds received through this grant shall not be used as a supplement to or supplanting funds budgeted by the Hammonton Board of Education.
3. Any monies not expended will revert back to HEF.
4. Any purchase made with HEF funds shall be considered property of the Hammonton Public School District.
5. All publicity released regarding the funded project will acknowledge HEF.
6. The HEF name will be acknowledged on the item or in any information about the program.
7. The grant recipient(s) will **submit a final report as stated in the grant overview** summarizing the project’s result.
8. The Superintendent will authorize the filing of this application

*We do hereby certify that all of the facts, figures and representations made in this application are true and correct to the best of our knowledge and that the assurances as stated above are understood and will be followed in their entirety*

Signature(s) of applicant(s): Date:

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Signature of Building Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature indicates the grant follows or enhances the curriculum)

Signature of District Technology Specialist: (if requesting technology items)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(District Tech Specialist signature indicates that the technology requested is compatible with or can be used in addition to the technology that is in the school tech plan)

Signature of Superintendent: Date:

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