



# HACEF

Harborfields Alumni & Community  
Educational Foundation

2016-2017  
Grant Application

# HACEF

## Harborfields Alumni & Community Educational Foundation

### GRANT APPLICATION

The purpose of a HACEF Grant is to provide funding for creative and innovative programs or materials to enhance and enrich educational opportunities for all children of the Harborfields Central School District.

Grants are reviewed by members of HACEF and the following criteria are considered:

1. Does the requested grant support existing District initiatives? If so, are there any additional costs which the District could incur?
2. Does the requested grant fall outside of the scope of the District budget?
3. Is the requested grant one which will “enhance and enrich” existing approved curriculum?
4. How many students will be directly impacted by the grant?
5. Can the program, activity, or materials requested be used over a long period of time?
6. Has HACEF approved a grant for the requested program, activity, or materials in the past year?

#### **Additional Notes:**

- Grants for in-school programs are for one school year only. Our intent is to “seed” programs that have the potential for the District or other school organization to take over.
- We will not approve grants for field trips or camps (in-school or travel).

# Harborfields Alumni & Community Educational Foundation

## HACEF GRANT APPLICATION

Name of Applicant	Telephone
School/Department	
E-Mail Address	
Title of Grant	
State the goal/objective of the activity or program	

Is this the first time you have requested a grant from HACEF?  Yes  No

If you answered No, please indicate the grant that you applied for and if it was approved.

\_\_\_\_\_

How many students will this grant impact? Grade Level  # of Students

Can the requested program or materials be used for more than one school year?

Yes  No Please explain.


Have you requested this grant from any other organization?

\_\_\_\_\_ Yes \_\_\_\_\_ No     If answered "yes", please explain.


Specify how the requested program, activity or materials will enhance the current curriculum.


Identify how the program, activity or materials align with Common Core or New York State Standards.


**BUDGET**

Please attach all relevant information related to costs and vendors.

<b>Item/Activity Description</b>	<b>Cost</b>	<b>Shipping</b>	<b>Tax</b>	<b>Total</b>
<b>Total</b>				

If HACEF is only able to fund a portion of this grant, please prioritize what you feel is most essential to your request. List items in order of their importance, with the most important items first.


\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Principal/Director Date

\_\_\_\_\_  
Superintendent of Schools Date

**HACEF REVIEW**

Approved  Disapproved

Total amount approved: \_\_\_\_\_

**BOARD OF EDUCATION REVIEW**

Date submitted to the Board of Education: \_\_\_\_\_  
Date

Budget code: \_\_\_\_\_

## **Approval Process**

1. The grant application is available online at <http://hacef.org/index.php/foundation/grants>
2. Once the application is completed with the necessary information, it should be routed according to the following individuals in order to obtain approval:
  - a. Principal/Director
  - b. Assistant Superintendent for Administration and Human Resources
3. The HACEF Grant Committee will review and present the application to the HACEF Executive Board for approval.
4. The approved grant application will be given to the HACEF treasurer who will then present the grant application to the Superintendent of Schools.
5. The Superintendent of Schools will present the grant application to the Board of Education.
6. If the Board of Education approves all or a portion of the grant, HACEF will write a check to the district for the approved amount.