



HACEF

**Harborfields Alumni & Community
Educational Foundation**

**2017-2018
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. ***Because our foundation wishes to reach out to as many teachers and schools as possible, we suggest individual grant applications in the amount of \$3,000 or less, though HACEF reserves the right to review larger grant applications in exceptional cases.** Typically, most grants we award fall in the range of \$300 to \$3,000.

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? Please be prepared to submit a plan to specifically address this.
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. ***If you are submitting a grant, please be cognizant of any possible “hidden costs” (fees, rentals, and/or maintenance charges). If your grant includes one of these, please submit a specific plan how you intend for this to be addressed.**
- 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.

Item/Activity Description	Cost	Shipping	Tax	Total
Total				

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.

Do you foresee any possible "hidden costs" associated with this grant? If yes, please explain and suggest a plan to address this, as HACEF's grants are usually awarded on a one-time basis, with no continuing maintenance.

Signature of Applicant Date

Signature of Principal/Director Date

Superintendent of Schools Date

HACEF REVIEW

Approved Disapproved

Total amount approved: _____

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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.
7. HACEF requests a short report/update from the applicant--approximately six months after a grant has been awarded--which discusses the outcome and how funding was spent. Any photos of the program/item in use would be welcome!