



Grant Application 2019-2020



Creating and Enhancing Opportunities for the Children
of Harborfields Central School District



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. Any teacher, educator, administrator, or director in Harborfields may apply for a HACEF grant. ***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) or for online subscriptions that require annual renewal.



Grant Approval Process

1. The grant application is available online at <http://hacef.org/grants>
2. Once the application is completed with the necessary information, it should be routed to the following individuals for approval:
 - a. Principal/Director of your school/department, then sent to:
 - b. Assistant Superintendent of Curriculum, Instruction & Administration (Dr. Manning)
3. Once approved by Dr. Manning, 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!

If you have any questions, please email HACEF President Karin Fey at karinfey@yahoo.com





Grant Application

Name of Applicant and Position	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 to this application.

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/Assistant Superintendent of Schools

Date

HACEF REVIEW

Approved

Disapproved

Total amount approved: _____

BOARD OF EDUCATION REVIEW

Date submitted to the Board of Education: _____

Budget code: _____