

HVEF Grant Application Form

To apply:

The applicant must complete the Grant Application form and submit the grant proposal by the grant deadline. The applicant, appropriate administrator (building principal or departmental supervisor) and - if the proposal involves the purchase or installation of technology - the Supervisor of Educational Technology must review and sign the form prior to submission. Typed e-signatures are acceptable on electronically submitted forms. This form will save automatically as applicant's work on the application. HVEF will not be able to view responses until the form is submitted. If you have a question about the application, email info@hvef.org.

~~* Indicates required question~~

1. Email *

Applicant Information

2. Name of Applicant(s) *

First and last names of all applicants

3. Applicant(s) Title/Role *

Title/Role of all applicants

4. Please provide the name of the school(s) at which the applicant(s) work. *

5. Lead Applicant Email Address *

6. Project Title *

7. Lead Applicant Mobile Phone Number *

8. Lead Applicant Work Phone Number *

9. Supervisor Name & Title *

10. **HVRSD School(s) Where Project Will Be Implemented (Check all that apply) ***

Check all that apply.

- Bear Tavern
- Hopewell
- Stony Brook
- Toll Gate
- Timberlane
- HVCHS

Skip to question 11

Project Narrative

Describe each required element of the project narrative using the boxes below each bullet. Additional project narrative descriptions may be included in the paragraph box at the bottom of this section.

11. **Describe the proposed project activities and anticipated impact on the school(s), students and/or faculty/staff.** *

12. **How will the proposed program or initiative supports HVEF and HVRSD priorities**, including but not limited to inquiry-based learning, STEAM education, social-emotional learning, environmental sustainability, and mental health and wellbeing, etc? *

13. **Describe the size and specifics of the population(s) that will benefit from the grant**, either through its initial implementation or through a smaller-scale pilot demonstration that could be spread more widely in the future. *

14. **How does the project address an identified need in the served population(s) * through documentation and research?**

15. **How will engaging, innovative, creative and/or new pathways to learning be * advanced through the proposed project?**

16. **Project duration ***

17. **Describe the level of support and buy-in of teachers throughout the school and/or district, as appropriate** – please be specific in listing names of teachers and staff who favor the project’s implementation. If the proposed project will be integrated into the curriculum, demonstrate that relevant teachers know about the project and actively support it. *

18. **Describe the nature and extent of collaboration across subjects and/or schools, if appropriate.** *

19. If you wish to include additional narrative information, please enter it here.

Project Assessment - Explain how the project impact will be monitored and assessed.

Please provide detailed information for each of the areas below:

20. **What changes you hope to see in teaching, learning, or other factors over the course of the project?** *

21. **Anticipated number of students who benefit from the project:** *

22. **How will you know if the project is effective in meeting its objectives?** *

23. **Anticipated shifts in student/classroom/school outcomes:** *

24. **Describe project data collection procedures and data analysis and reporting.** *

25. If you wish to include additional information for this section, please enter it here.

Project Sustainability

Please respond to each applicable point below.

26. **If the funded project is successful, please describe prospective plans for the effort to be sustained, if appropriate.** *

27. **If a pilot program is being proposed, how might it continue and spread beyond the HVEF funding period?**

28. **What champions within the district and/or external sources of support exist *
for this program to be sustained?**

29. **If you wish to include additional information for this section, please enter it here.**

Project Timeline

30. **Please provide a detailed timeline specific to activities to be carried out *
through the proposed project. Include, as appropriate, project start and end
dates, dates of assessment efforts, and dates when reports will be
submitted to HVEF and relevant supervisors.**

31. **If the project is part of a broader effort, describe how the efforts are related and how those respective timelines are connected.**

32. **If you wish to include additional information for this section, please enter it here.**

Budget And Budget Comments

33. **Please attach a comprehensive, itemized, detailed budget for this project. Provide manufacturer or supplier quotes, if applicable. If your HVEF proposal represents one part of total fundraising efforts for this initiative, please describe other existing or potential funding sources and amounts.**

Files submitted:

34. **Please include comments that provide any additional details regarding your HVEF budget request that may be helpful to share below.**

Additional Supporting Documentation (if applicable) - File Upload Options

Please use this section to upload any additional supporting documents related to any section within the application.

35. Upload any additional supporting documents here.

Files submitted:

Agreement And Signature

Please sign and date this proposal below. Your signature indicates your agreement to (a) submit a final report to HVEF and HVRSD, and (b) if your project is funded, acknowledge HVEF support in all related public materials and communications.

36. Applicant's Name *

37. Signature - reenter applicant's name here *

38. Date signed *

Example: January 7, 2019

Supervisor Signature

Please obtain your principal's or area supervisor's signature (or program director's signature for non-school-based proposals) to indicate support for and assurance of required resources. If this proposal involves the purchase or installation of technology, please obtain the signature of the Supervisor of Educational Technology. Electronic signatures are accepted. You may use the electronic signature options below OR the upload option.

39. Supervisor's Name *

40. Supervisor's Signature *

41. Supervisor's email address *

42. Supervisor of Educational Technology's Name (if applicable)

43. Supervisor of Educational Technology's Signature (if applicable)

44. Supervisor of Educational Technology's email address

45. **Upload Option:** *Applicants only need to use this option if they do not use the electronic signature section.*

Applicable documents include a statement supporting the grant proposal in a PDF format, Word format, or other format. This could be an email from your principal or supervisor in support of grant proposal with an actual signature or electronic signature in their email.

Files submitted:

Please review each section for accuracy and completion before submitting to HVEF.

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