

Henrico Education Foundation Innovative Grants Program 2016-2017



MISSION

The mission of the Henrico Education Foundation is to prepare students for college, career and community by connecting philanthropy with strategic initiatives that strengthen public education in Henrico County.

VISION

HEF's vision is to develop partnerships with community stakeholders and the Henrico County Public Schools to enhance school performance and student achievement. This vision will be achieved through the implementation of HEF's four strategic priorities. Through this process HEF will become known as a trusted advocate for Henrico students and teachers and a leader in developing innovative initiatives that strengthen public education.

HEF's Four Priorities

- 1. Prepare students K-12 for success in college, career and community**
- 2. Provide resources that strengthen educational leaders and celebrate success**
- 3. Develop strong community relationships that impact school success**
- 4. Serve as a catalyst for innovation in the Henrico County Public Schools**



Grant Application Guidelines

Henrico Education Foundation typically funds grants that:

- Are *innovative and creative*
- Have *specific measurable outcomes*
- Will *target needs of challenged students*
- Include *unique ways of using technology and 21st century learning*
- Focus on increasing *achievement and self efficacy* of all students

Deadlines

Cycle 1 applications due: **Monday, August 1, 2016 by 1:00pm.**

Cycle 2 applications due: **Tuesday, January 10, 2017 by 1:00pm.**

Application Requirements

Proposals should align with the mission of HEF and HCPS strategic goals and be innovative in nature. Grant applicants must schedule a consult with Paula Roop, HEF Program Manager, before beginning to complete the application. Consults are held at your school site at a time convenient for you.

In order to be considered for funding, proposals must follow the application format:

- ✓ **Project Overview** identifying the specific problem(s) the proposal will address, actions that will impact the problem, measurable outcomes of the project, and its connection to the school's improvement goals and/or district initiatives
- ✓ **Implementation Plan** detailing what you will do and how it is innovative
- ✓ **Project Tools** outlining the items needed in the grant and how these items support the project
- ✓ **Budget** describing project costs and other project partners
- ✓ **Evaluation** explaining the methods you will use for evaluating success and achievement of goals
- ✓ **Recognitions** providing a plan for recognizing HEF as the grant funder to your school's community

Recipient Responsibilities

Grant recipients will use the funds for the purpose intended and agree to return any unused funds over \$100 to HEF. The grant lead staff member will provide periodic email updates to the HEF Program Manager and prepare a final report summary at the conclusion of the project.

How to Submit Your Application

- ✓ **Step 1:** Submit 5 copies of your completed application (beginning with the cover page/certification sheet) to Paula Roop at the School Board Office by 1:00pm on the due date.
- ✓ **Step 2:** Send 1 copy (including attachments) electronically to Paula Roop at: pdroop@henrico.k12.va.us

Questions

If you have questions or to schedule your consult, contact Paula Roop via email: pdroop@henrico.k12.va.us or at (804) 652-3369.



Henrico
Education
Foundation

Grant Application Cover Page

Date of Application _____

1) Project Title _____

2) School _____ School Phone _____

3) One sentence description of your Project: _____

4) Applicant Contact Information

Name _____ Cell Phone _____

Email _____

5) Total Number of Persons Impacted by this project: _____ (required)

- ◆ _____ Students - Grade(s): _____ Subject(s): _____
- ◆ _____ Teachers - Grade(s): _____ Subject(s): _____
- ◆ _____ Parents

6) Certification: The signatures below certify that:

- ◆ All information contained in this application is correct.
- ◆ The proposal has been reviewed and approved by the principal.
- ◆ The school will submit periodic and a final report to the Henrico Education Foundation.
- ◆ The school agrees that the Henrico Education Foundation may use reports and any products from the project for public information.

Name(s) and signature(s) of all applicants associated with this request:

Printed Name	Signature
_____	_____
_____	_____
_____	_____

Applicant Signature _____ Date _____

Signature of Principal _____ Date _____

My signature indicates I have reviewed and approved the attached grant proposal, and will support full implementation of the project if funded by Henrico Education Foundation.



2016-17 Grant Application

I. PROJECT OVERVIEW

*Weaknesses/ Problems you are addressing	Action(s) that will impact the problem	Desired Measureable Outcome(s)	Align actions to school or HCPS strategic goals
<p><i>SAMPLE EXAMPLE:</i> 1) Discipline referrals to the principal have increased 35% during the past year.</p>	<p><i>SAMPLE EXAMPLE:</i> 1) Staff and students will revise 5 key rules. 2) Staff will be trained in the use of morning meeting to build school community and enforce key rules. 3) Staff will implement prize patrol program.</p>	<p><i>SAMPLE EXAMPLE:</i> 1) Administrative referrals will decrease 30%.</p>	<p><i>SAMPLE EXAMPLE:</i> Comprehensive School Improvement Goal 3: Working as a school community, we will engage parents, students and teachers in decreasing the number of discipline referrals.</p>

(Additional input for Project Overview may be submitted in a separate Word document.)

II. IMPLEMENTATION PLAN—Parts A and B *(not to exceed 2 pages)*

A. Outline and explain your project implementation plan (what you will do), including time frame for major milestones.



B. What makes this project innovative?

III. PROJECT REQUIREMENTS

List all items (technology, books, curricular products, supplies, staff, etc.) to be used, how each supports the project and why the component is essential to its success.

ITEM	How will it be used?	What makes this component essential to the project?

IV. BUDGET/FINANCES

A. Outline all project costs in the chart below. Place an asterisk (*) beside the items you are requesting from HEF.

Project Cost Detail	Amount

Total Amount Requested from HEF: _____

B. What other sources will provide funding for this project?

C. Can you sustain the project without additional funding? If so, what is your plan to sustain the project over the long-term?

V. EVALUATION *(less than 1 page)**

Referring to the measurable outcomes listed in the Project Overview, describe the methods you will use to measure this project's success.

VI. RECOGNITIONS *(less than 1 page)**

How will the Henrico Education Foundation be recognized for its funding of this grant in your school community? *(Example: school website news, PTA meeting recognition, principal's newsletter, etc.)* **Note: Grant winners will be asked to schedule a photo with HEF executive director Mike Taylor to be used on the HCPS and HEF web and Facebook pages.**