



INNOVATIVE GRANTS PROGRAM 2018-2019

FOUNDATION 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.

Henrico Education Foundation 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

Application Requirements

Proposals should align with the mission of HEF and HCPS strategic goals and be innovative in nature.

All applicants must schedule a grant consult with Paula Roop, HEF Program Director, prior to applying.

Consults are held at your school site at a time convenient for you.

Deadlines

Cycle 1 applications due: **Wednesday, August 1, 2018 by 1:00pm**

Cycle 2 applications due: **Monday, January 7, 2019 by 1:00pm**

Recipient Responsibilities

Grant recipients will use the funds for the purpose intended and agree to return any unused funds over \$100 to HEF. The grantee will provide periodic email updates to the HEF Program Manager and a final report summary at the conclusion of the project. A photo/check presentation will be required.

How to Submit Your Application

- **Step 1:** Submit 5 copies of your completed application in a manila envelope labeled Paula Roop, Henrico Education Foundation, to the green HEF box at the School Board Office by 1:00pm on the due date.
- **Step 2:** E-mail 1 copy (including attachments) electronically to Paula Roop at: pdroop@henrico.k12.va



Grant Application Cover Page

Date of Application _____

1) Project Title _____

2) School _____ School Phone _____

3) One sentence description of your Project: _____

4) Lead Grant 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:

- ◆ The proposal has been reviewed and approved by the principal.
- ◆ The school will submit periodic and a final report to the Henrico Education Foundation.
- ◆ Activities outlined in the recognitions section will be carried out by the grantee and school.
- ◆ 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.

2018-19 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

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.*)

Please note the following recognition event required of all grant winners: It is the responsibility of grantees to schedule a check presentation opportunity at your school for HEF executive director Mike Taylor by the end of November for Cycle 1 recipients or the end of April for Cycle 2 recipients. A PTA meeting and/or faculty meeting are ideal times for this to occur. The photo will be used on the HCPS and HEF web and Facebook pages.