HOPKINTON
EDUCATION
FOUNDATION
ADVANCING INNOVATION

Grant Application 2018
For implementation during the 2018-2019 school year

**Please submit applications electronically via your principal by Friday, March 16, 2018 to:
Jeneen Peschutter grants@hopkintoneducationfoundation.org and Alexis Miller
president@hopkintoneducationfoundation.org**

Please see separate grant guidelines sheet for help determining if your grant meets our criteria. *We strongly encourage you to contact your school liaison prior to submitting your grant for discussion and questions.*

General Information

Primary Applicant (one name please):_____

Applicant's Position(s): _____

Applicant's School: _____

Applicant's Contact Information: Phone: _____

Email Address: _____

Co-applicants (if any):_____

Project Name: _____

Is this application for a Curriculum and Related Arts Project, a Social Impact Project, Professional Development or are there multiple types of elements in this project?_____

_____

Total Funding Request (from Section V of this Grant Application):_____

Student population that will benefit from this project: _____

_____

Have you previously attempted to have this project funded? ___Yes   ___No

If so, by whom?_____

Project Information
I. Project Overview:
Please provide a brief summary paragraph of your project. Try to express here how this project is innovative, creative, and unique.

II. Project Description:
Describe in detail the way in which your project incorporates each of the following elements: Please limit your response to a maximum of three pages.

A. <u>Rationale</u>: What educational need(s) does this project address? How will this project benefit students in Hopkinton schools? Who will this project benefit (number of students, classes, grades, schools)? Explain how the project will support your school improvement plan and/or district goals.

B. <u>Goals</u>: What is the ultimate purpose of the project? (e.g., "The goal of this project is to promote social tolerance and responsibility at school.")

C. <u>Procedures and Activities</u>: Describe the procedures or activities required to implement this project. If using a consultant, specify his/her role in the project and attach a copy of the consultant's resume to your proposal. In addition, if time is to be spent outside of the classroom, describe the nature and amount of such time.

III. Timeline:
Provide a detailed Planning and Implementation Timeline (including project start and completion dates). Note: Grants awarded in June 2017 must be implemented by the end of the school year 2017- 2018.

IV. Evaluation:
How and by whom will the effectiveness of this project be measured and to whom will the results be reported?

V. Budget:
Identify all anticipated costs associated with planning, implementation, and on-going execution of the project. These detailed costs must be based on actual quotes. Also, identify additional sources of funding, if any. ***Please note that if your budget exceeds $10,000, we highly encourage (but do not require) you to submit a tiered proposal indicating good, better, and best levels of funding.***

A. <u>Supplies and Materials</u>

B. <u>Professional Training or Development</u>: If awarded a grant the Hopkinton Education Foundation will not cover stipends for substitute coverage.

C. <u>Equipment</u>: If your grant includes technology tools, please confirm that your school has the infrastructure to support its implementation. If your grant requires installation of any kind, structural, electrical, etc, please confirm you have discussed the project with building and grounds department for pricing and feasibility.

By submitting this application, I acknowledge that if awarded a Grant, I will:

- Implement the proposed project as described herein
- Seek approval from the Education Foundation for any significant changes to the focus of the project
- Notify the Education Foundation if I plan to leave the Hopkinton School Department before the project is completed
- Communicate with the Education Foundation School Liaison to evaluate the Project by the end of the 2018 - 2019 school year
- **Actively work with the Education Foundation to showcase the project and the Education Foundation's Grant in the community.**
- Allow the Education Foundation to brand materials, equipment, etc. where reasonable and appropriate.

Please submit completed application electronically **through your school principal** to **Jeneen Peschutter** grants@hopkintoneducationfoundation.org **and Alexis Miller** president@hopkintoneducationfoundation.org on or before **Friday, March 16, 2018.** No applications will be considered after this date. Our receipt of your application via your principal will serve as confirmation that your project aligns with the goals and curriculum of your particular school, the district, the technology department, and the building and grounds department.

_____   _____
Applicant Signature   Date

_____   _____
Principal's Signature   Date

For questions or more information, please contact your school liaisons:

Center School Education Foundation Liaisons
Joelle Orloff - jaalevy@comcast.net
Joan Miloscia - joanmiloscia@gmail.com

Elmwood School Education Foundation Liaisons
Liz Gormley - gormley.elizabeth@gmail.com
Vijay Vanguri - vijay.vanguri@umassmed.edu

Hopkins School Education Foundation Liaisons
Michelle Moody - mmoody767@gmail.com
Sarah Kuhne - kuhne13@gmail.com

Middle School Education Foundation Liaisons
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High School Education Foundation Liaisons
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Jennifer Andrews - jennifer.palmer.andrews@gmail.com