



Advancing *innovation*. Transforming learners into lifelong explorers.

Grant Application 2019

For implementation during the 2019-2020 school year.

Please submit all completed applications electronically via your principal by **Friday, March 15, 2019** to:

Heather Smith - 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:



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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. **Rationale:**

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. **Goals:**

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. **Procedures and Activities:**

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 2019 must be implemented by the end of the school year 2019- 2020.

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. **Supplies and Materials**

b. **Professional Training or Development:**

If awarded a grant the Hopkinton Education Foundation will not cover stipends for substitute coverage.



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- c. **Equipment:** 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 2019 - 2020 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.

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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



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Principal's Signature

Date

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

Marathon School Liaisons

Joelle Orloff – jaalevy@comcast.net

Elmwood School Liaisons

Vijay Vanguri – vijay.k.vanguri@gmail.com

Sara Maida – semaida@gmail.com

Hopkins School Liaisons

Liz Gormley – gormley.elizabeth@gmail.com

Middle School Liaisons

Michelle Moody – mmoody767@gmail.com

High School Liaisons

Alexis Miller – alexismarielle@comcast.net

Jennifer Andrews – jennifer.palmer.andrews@gmail.com