Grant Application 2024
For implementation during the 2024-2025 school year

Submit all completed applications electronically via your principal by **Friday, April 12, 2024** to: grants@hopkintoneducationfoundation.org and Chris Fredericks - 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.*

Please select one of the following grant categories:

☐ **General** - *Please complete information on pages 2, 3, 4 and 7*.
Is this an application for a Curriculum and Related Arts Project, a Social Impact Project, Professional Development, or are there multiple types of elements in this project?

☐ **STEM -** *Please complete information on pages 2, 5, 6, and 7.* Check
this box for projects related to:
• applied science, computer science, engineering, digital literacy, and information technology
• teaching tools using technology
• math computation, critical thinking, innovation and problem solving • programs of this type especially for girls or underserved/under privileged kids

With expected benefits for:
• understanding of information, media and technology
• communication and collaboration
• thinking and problem solving
• creativity and innovation
• developing career and continuing education interests

Applicant and Grant Information

Primary Applicant (one name please): _____

Applicant's Position(s): _____

Applicant's School: _____

<u>Applicant's Contact Information:</u>

Phone: _____

Email Address: _____

Co-applicants (if any):_____

<u>Project Information</u>

Project Name: _____

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?

_____

How is this project planned to be sustained beyond this grant? _____

_____

_____

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HEF will communicate any change s to Grant requirements or guidelines directly to the Principals prior to the Grant deadline.

Project Information - *For <u>General</u> Grant Applications*
(For STEM Applications, go to page 5)

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

II. **General 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?

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.

(Continued) Project Information - *For <u>General</u> Grant Applications*

III. **Timeline:** Provide a detailed Planning and Implementation Timeline (including project start and completion dates). Note: Grants awarded in May 2024 must be implemented by the end of the school year 2024.

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 Education Foundation will not cover   stipends for substitute coverage.
   C. **Equipment/Maintenance**: If your grant includes technology tools, please confirm that you have discussed with the technology department whether your school has the infrastructure to support its implementation.
   D. **Building and Grounds**: 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.

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Project Information - *For <u>STEM</u> Grant Applications*

(for General Applications, go to page 3)

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

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

    A. **Rationale and Goals:** 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. **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.

(Continued) **Project Information - *For <u>STEM</u> Grant Applications***

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III. **Timeline:** Provide a detailed monthly Planning and Implementation Timeline (including project start, significant milestones, and completion dates). Note: Grants awarded in May 2024 must be planned to start by July 1, 2024 and completed by June 29, 2025.

IV. **Evaluation:** How and by whom will the effectiveness of this project be measured and to whom will the results be reported? What key metrics relating to the expected project benefits will you be measuring? <u>There must be a before and after student survey provided as grant follow up to Hopkinton Educational Foundation to demonstrate student benefit.</u>

V. **Budget:** Detailed by costs for technical equipment, staff training, curriculum, supplies and maintenance.
 A. **Equipment/Maintenance**: If your grant includes technology tools, please confirm that you have discussed with the technology department whether your school has the infrastructure to support its implementation.
 B. **Building and Grounds**: 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.

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Applicant and Grant Authorization
(To be completed for both General and STEM Grant Applications)

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 District before the project is completed
- communicate with the Education Foundation School Liaison to evaluate the Project by the end of the 2024 - 2025 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 all completed applications electronically via your principal by **Friday, April 12, 2024** to:
grants@hopkintoneducationfoundation.org and
Chris Fredericks - president@hopkintoneducationfoundation.org

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 Signature   Date

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

2024-2025 Hopkinton Education Foundation School Liaisons

Marathon School Liaison	Megan Cox	meganc@hopkintoneducationfoundation.org
Elmwood School Liaisons	Revati Darp	revatid@hopkintoneducationfoundation.org
Hopkins School Liaison	Nandhini Ponninathan	nandhinip@hopkintoneducationfoundation.org
Middle School Liaison	Aditya Nadkarni	adityan@hopkintoneducationfoundation.org
High School Liaison	Laura Huber	lahuber21@gmail.com