

**Hilton Education Foundation (HEF)
Mini-Grant Funding Guidelines**

Please use these guidelines to complete the Mini-Grant Application. Lengthy responses are not expected or desired, however please address all portions of the application to enable the HEF Mini-Grant Review Committee to have a clear understanding of the request.

NOTE: Please limit attached pages to no more than one additional page for the Program/project description and one additional page for the Budget

Program/project description. Explain: *(no more than one additional page may be attached)*

- Purpose/Goals/objectives of the program/project :
 - Describe the purpose of the program or project...the why?
 - Describe the goals and objectives of the program or project...the what?
- Students/Schools served by this program/project?
 - Describe the age or grade or specific student or school characteristics...the who?
- Measures of the effectiveness of the project/program (i.e. test scores, attendance rates, increased parental involvement)?
 - Describe the type of activities that will be involved and when they might be taking place...the when?
 - Describe the way in which you will measure student success and what methods and tools will be used...the how?
- Evaluation/Final report on the program/project
 - A final report is required at the conclusion of the program/project or no later than the end of the school year. The final report should summarize and the program/project as well as the important outcomes of the program/project.
 - How will you share what you have learned with HEF and others? (ex. Presentation, student work, etc.)
- Budget *(no more than one additional page may be attached)*
 - Prepare an itemized list of proposed purchases and expenses.
 - All funds must be applied to the program/project as outlined or returned to the HEF for use by other teachers.
 - A detailed list of the money spent on the program/project will need to be provided in the final report.

**Hilton Education Foundation
Mini-Grant Funding Criteria**

Teachers, staff, and administrators employed by the Hilton Central School District are eligible to apply for mini-grants. Student groups are encouraged to apply with supervision by a HCSD staff member. All Mini-Grant proposals will be submitted to the Hilton Education Foundation using the application form.

The purpose of the Mini-Grants program is to provide educators in the Hilton Central School District with an alternative way to obtain funding for educational initiatives, projects or other specified needs. The focus of all Mini-Grants should be the direct benefit to the education of students with preference given to proposals that reach the greatest number of students and offering the most promising outcomes.

Mini-Grant proposals will be evaluated based on the following criteria:

- Proposal is consistent with the purpose of the Hilton Education Foundation.
- Proposal represents an extraordinary expense, one which would not ordinarily be funded through the Hilton Central School District's annual budget.
- Proposal closely aligns with the NYS Learning Standards and the Hilton Central School District academic standards.
- Proposal is cost effective, with respect to the overall cost and number of students being served.
- Proposal has potential for the transfer of knowledge and/or application, such that others could replicate or build upon the program/project and extend its use.
- Proposal demonstrates QUALITY and VALUE. It has a high likelihood of success, clarity of purpose and/or possesses creativity or cutting-edge attributes.

Requests for technology, audio-visual items, or other equipment should be prepared with the guidance of district specialists. This will assure compatibility with other district-owned equipment, completeness of the application, timeliness of specifications and price quotations. All materials funded by the Mini-Grants become the property of the Hilton Central School District.

Contact Hilton Education Foundation Mini-Grant Committee Members www.hiltoneducationfoundation.org for additional information