

Hilton Education Foundation Mini-Grant Funding Guidelines

Application Process

Please use these guidelines to complete your application. Address all portions of the application simply and directly to enable the Hilton Education Foundation Mini-Grant Review Committee to have a clear understanding of the request. ***All applications must have the approval of the appropriate building-level administrator and, for technology purchases, the approval of the Director of Learning through Technology.***

NOTE: Please limit attached pages to no more than one additional page for the program/project description and one additional page for the budget.

Include a program/project description.

- Purpose, goals and 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.
- What students and schools are served by this program/project?
 - Describe the age or grade or specific student or school characteristics...the who.
- How will the effectiveness of the project/program be measured (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 the program/project as well as the important outcomes of the program/project.
 - How will you share what you have learned with Hilton Education Foundation and others (i.e. presentation, student work, etc.)?
- Budget
 - Prepare an itemized list of proposed purchases and expenses.
 - All funds must be applied to the program/project as outlined or returned to the Hilton Education Foundation for use by other teachers.
 - A detailed list of the money spent on the program/project must be provided in the final report.

Mini-Grant Funding Criteria

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

The purpose of the Foundation's 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 of 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 vision, mission and goals of the Hilton Education Foundation.
- Proposal represents an expense that would not ordinarily be funded through the Hilton Central School District's annual budget.
- Proposal closely aligns with the New York State Learning Standards and the Hilton Central School District's 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.

NOTE: 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. Technology requests must have the approval of the Director of Learning through Technology.

All materials funded by the Mini-Grants become the property of the Hilton Central School District.

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

9.1.2010

Hilton Education Foundation Mini-Grant Payment Process

- Obtain a Mini-grant application
- Complete the application
- Obtain all signatures: Building principal and the Director of Learning through Technology (for technology purchases)

For purchase to be made by the individual teacher:

- Obtain a copy of the Hilton Education Foundation tax exempt number from the Hilton Education Foundation Treasurer (Tim Gagnon). The tax exempt number must be submitted with the purchase. If this is not submitted, the Hilton Education Foundation will not be responsible for any tax incurred by the purchase.
- Purchase the item and submit the original sales receipt to the Hilton Education Foundation Treasurer (Tim Gagnon). **NOTE:** Copies will NOT be accepted.
- The Hilton Education Foundation Treasurer will provide a check for the total amount of the purchase up to the approved amount.

For purchases made through the Hilton Central School District general fund account and reimbursed by the Hilton Education Foundation (ex. technology, equipment):

- Contact the person responsible for purchase orders in your building
- Complete a Purchase Order using a district general fund account code (indicate on the Purchase Order that this is a Hilton Education Foundation mini-grant purchase)
- Send a copy of the Purchase Order to Sandy Ricciuto, District Treasurer in the Business Office
- When the purchase order is paid, the District Treasurer will notify the Hilton Education Foundation of the amount
- The Hilton Education Foundation will send a check to the District Treasurer
- The District Treasurer will credit the amount back to the general fund account used for the purchase
- Upon receipt of the item, obtain a donation form from Pat Unterborn, District Clerk, to be submitted to the Board of Education for acceptance (all items donated to the Hilton Central School District must be reported to the Board of Education)

Transportation requests:

- Notify Paula Schroth in the Transportation Department that this is a Hilton Education Foundation mini-grant trip
- Transportation Department will initiate an invoice to the Hilton Education Foundation
- Hilton Education Foundation will send a check to Sandra Ricciuto, District Treasurer

Contact: Tim Gagnon, Hilton Education Foundation Treasurer, (tgagnon@hiltoneducationfoundation.org or 585-727-3418) or Sandra Ricciuto, District Treasurer, (sricciuto@hilton.k12.ny.us or 585-392-1000 ext. 7095) for assistance.

9/1/10



APPLICATION FOR MINI-GRANT FUNDS

Please complete this form and return it to:
Hilton Education Foundation
P.O. Box 232
Hilton, NY 14468

**Please provide the following information about your program or project.
Limit attachments to one additional page for the application and one additional page for the budget.**

Title of the program/project _____ Date(s) of the program/project _____

Contact Person _____ Date Submitted _____

School/Department _____ Title/Position _____

E-Mail Address: _____ Phone: _____

Contact Signature _____

Principal's Signature: _____

Director of Learning through Technology (only for technology purchases) _____

Check the type of funding that best describes the request:

- Technology Training Classroom Materials Transportation
 Special Project _____ Other _____

Total cost of this activity: \$ _____ Amount requested from The Hilton Education Foundation: \$ _____

Program/Project Description (*No more than one additional page may be attached*)

- Purpose/Goals/objectives of the program/project
- Students/Schools served by this program/project
- Measures of the effectiveness of the project/program (i.e. test scores, attendance rates, increased parental involvement)
- Evaluation: A final report to HEF is required at the conclusion of the program/project or no later than the end of the school year.
How will you share what you have learned with others?

Budget (*No more than one additional page may be attached*)

Is the school or District providing support for this program/project (space, staff, equipment, etc.)? Explain.

Have you applied for funding from other sources for this program/project? Yes No

If yes, provide the name of the organization and the amount of funding received: _____

Have you applied for a Hilton Education Foundation grant in the past? Yes No

If yes, provide the date, the amount received, and the title of the program/project funded.