

***NWHEF Staff Project Grant Application***

***General Information:***

The North West Hendricks Education Foundation (NWHEF) will be awarding funds to staff members who submit successful applications for innovative educational projects for the 2015-2016 school year. The general grant parameters are as follows

* Up to $1,000.00 may be granted to an individual per project
* Up to $2,000.00 may be granted when two or more people combine efforts to work together on one project. In this situation, each individual’s name must be included on the Grant Application Cover Sheet.
* Up to $2,000.00 may be granted for a school-wide or corporation-wide project.
* An individual will not be awarded multiple grants ***(individual and/or group)*** within a school year.
* All grants awarded are one-time grants and should not be construed as establishing a precedent for on-going support.

*\*\*All educational projects or activities should align with Indiana State Standards and/or district objectives/standards.\*\**

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Submissions will be evaluated using the *NWHWF Staff Grant Proposal Rubric* included with this grant application. Award presentations for this grant cycle will be made in November. The required grant application documents include

* NWHEF *Staff Project* *Grant Application Cover Sheet\**
* NWHEF *Staff* *Project Abstract\** consisting of a detailed narrative project description
* NWHEF *Staff* Project *Budget\**
* NWHEF *Staff* *Project Grant Proposal Rubric*

\*A COMPLETED GRANT APPLICATION WILL INCLUDE EACH OF THESE THREE DOCUMENTS.

***PLEASE NOTE:***

1. Grant applications which are missing ***any required signatures*** will be rejected.

2. All materials purchased with grant funds become the property of the NWH School Corporation. Any funds encumbered for professional development/training for the recipient(s) must be reimbursed to the NWHEF if the applicant(s) leave(s) the district before the project is implemented.

3. ***All Grant Deadlines Are Final***-applications **MUST** be submitted **ELECTRONICALLY** to [michellemilbourne@gmail.com](mailto:michellemilbourne@gmail.com) ***by midnight on April 8***. (Be sure to allow time for technical difficulties.)

***NWHEF Staff Project Grant Application Cover Sheet***

***This document MUST be filled out completely and submitted with your application. Any data omission may jeopardize your proposal.***

APPLICANT/PRIMARY CONTACT\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*This is the person with whom the NWHEF will communicate.***

CO-APPLICANT(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of students to benefit from proposal\_\_\_\_\_\_\_

Grade Level:\_\_\_\_\_\_\_\_ Phone Ext #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_e-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Proposed Project/Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$$ Amt. Requested\_\_\_\_\_\_\_\_\_\_\_

This proposal represents a: \_\_\_\_\_Start-up project ***OR***  \_\_\_\_\_Continuation project

***In the event that one or more people listed on the grant application changes grade or building within the corporation for the 2015-16 school year, this grant project award should***

* A. Remain at this building and/or grade level.
* B. Remain with the applicant (or primary contact if co-applicants are included.)
* C. Be equally divided among all applicants named.
* Other (Please describe preference for disbursement of materials/monetary award.)

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**FINAL APPROVAL TO BE DECIDED UPON BY NWHEF**

*Grant applicant signature (primary)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Co-Applicant signatures*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Building Principal Signatur*e\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Technology Department (only necessary to confirm software/hardware compatibility)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe your project/activity in 25 words or less. The NWHEF may release this statement to the public should it be funded**.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***NWHEF Staff Project Abstract***

*Please attach a typed narrative which addresses each of the four areas listed below. Limit your abstract to a maximum of two pages.*

1. **Project/Activity Overview** – Describe the **specific** strategies and/or activities you will use to implement this project and how those strategies and/or activities meet student needs. Give detailed examples. Please note that **innovative strategies** are emphasized in the rubric.
2. **Needs Assessment/Student Benefits** – Specify the educational need(s) the project addresses as well as how the need(s) was/were identified. Briefly describe the student population targeted for the project. Describe the targeted benefits for student learning.
3. **Goals and Objectives** – Describe **specific** goals/objectives of your project as they relate to such factors as Indiana State Standards **(cite them by number or quote them)**, district objectives, student achievement needs, etc. The goals/objectives should be specific and measurable.
4. **Assessment/Evaluation** – Identify the assessment strategies and/or tools that you will use to assess the impact of this project. Also, explain **in specific terms** how you will share project results with colleagues.

***NWHEF Staff Project Budget***

***List the type and cost of each item required to carry out the project. Include services, software, supplies, equipment, etc. If necessary, attach an additional sheet.***

1. ***Materials/Supplies (itemized) # of items amt. total amt.***

***1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

***12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

1. ***Other Related Expenses (itemized)***

***1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

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***5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ X $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_***

1. ***Total Project Cost $\_\_\_\_\_\_\_\_***
2. ***If the grant award does not cover the total cost of the project, how will the balance be funded?***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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1. ***Because grants will be awarded on a one-time basis, how do you anticipate funding any necessary on-going costs of the project?***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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