



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 2026-2027 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.
- If an individual applies for multiple grants, the total amount awarded during the school year to that individual may not exceed \$4,000.00.
- 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.*****

Submissions will be evaluated using the *NWHEF Staff Grant Proposal Rubric* included with this grant application. 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. No subsequent grants will be awarded to applicants who fail to submit the NWHEF Final Report.
3. 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.

PLEASE COMPLETE THE APPLICATION AND EMAIL A COPY OF THE ORIGINAL TO: NWHEFgrants@gmail.com

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*: _____

CO-APPLICANT(S): _____

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

Grade Level: _____ Phone Ext #: _____ e-mail address: _____

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

****This is the person with whom the NWHEF will communicate. It is this person's contact information which should be provided above.***

In the event that one or more people listed on the grant application changes grade or building within the corporation for the 2026-27 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.)

FINAL APPROVAL TO BE DECIDED UPON BY NWHEF

Grant applicant signature (primary) _____

Co-Applicant signatures _____

Building Principal Signature _____

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

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.

- A. Project/Activity Overview – Describe the strategies and/or activities you will use to implement this project and how those strategies and/or activities meet student needs. Also explain how the proposal meets Indiana State Standards or district objectives.
- B. Needs Assessment – 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.
- C. Goals and Objectives – Describe specific goals/objectives of your project as they relate to such factors as Indiana State Standards, district objectives, student achievement needs, etc. The goals/objectives should be specific and measurable.
- D. Assessment/Evaluation* – Describe the anticipated benefits of this project on student learning. In addition, identify the assessment strategies and/or tools that you will use to assess the impact of this project. Also, explain how you will share project results with colleagues.

PLEASE NOTE:** A Final Report must be submitted to the NWHEF by final teacher workday of second semester or within 30 days of your project's completion. This information is important to the school district as well as the NWHEF. The Final Report should be a ***short narrative which includes the project assessment/evaluation data as well as your anecdotal observation of how well the project goals and objectives were met.

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.

A. Materials/Supplies (itemized)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
11.	_____	\$ _____
12.	_____	\$ _____

B. Other Related Expenses (itemized)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____

C. Total Project Cost \$ _____

D. If the grant award does not cover the completed cost of the project, how will the balance be funded?
