



HTEF SPRING GRANT CYCLE 2024

PRESENTED BY: HTEF BOARD OF TRUSTEES
HADDON TOWNSHIP EDUCATION FOUNDATION

HTEF SPRING 2024 GRANT CYCLE

PROJECT COMMUNICATION

The Haddon Township Education Foundation (HTEF) is pleased to announce that it is accepting applications for grants from Haddon Township staff members for classroom, grade-level or school-wide learning initiatives, projects, and/or activities that enhance the curriculum and for which there is no other funding source (i.e., above and beyond the budget).

Each of the district’s seven schools is eligible for the SPRING 2024 Grant Cycle for a total of \$15,000.00.

- Haddon Township High School
- Rohrer Middle School
- Edison Elementary School
- Jennings Elementary School
- Stoy Elementary School
- Strawbridge Elementary School
- Van Sciver Elementary School

Each application is to be submitted to the building principal for approval. If approved at the building level, the application will be forwarded to the Superintendent for district-level approval.

All applications received by the HTEF by the deadline will be reviewed by the HTEF Grant Allocations Committee.

Each applicant will be notified via email of the status of the application by the notification deadline.

Those applicants who are awarded grants will be notified by the district’s Business Office regarding the distribution of funds.

PROJECT ROLL-OUT TABLE

	Stakeholder(s)	Date
Building-Level Application Deadline	Staff & Building-Level Administration	April 17, 2024
District-Level Application Deadline	Principals & Superintendent	April 24, 2024
Allocation Committee Meeting	Allocation Committee	April 29, 2024
Notification of Application Status	Staff, Building- and District-Level Administration	May 6, 2024
Distribution of Funds	HTEF Treasurer & Business Administrator	Week of May 6, 2024
Project Update	Grant Recipients	February 1, 2025
Summary & Final Expense Report		June 30, 2025

CONSIDERATIONS BEFORE APPLYING

Please read through these procedures and considerations before starting your application.

1. All applications must be submitted by the lead teacher to the building principal. If approved at the building level, the principal will forward the application to the Superintendent.
2. Project funds must be spent by the deadline provided. Unspent funds must be returned to the Foundation at the conclusion of the school year.
3. The final expense report and summary report about how the project helped your students must be submitted to the HTEF via email (htedfoundation@gmail.com).
4. The Haddon Township Education Foundation reserves the right to publicize all grant programs.
5. Funds cannot be used toward personal honorariums/stipends.

6. Each teacher may submit only one proposal per grant cycle as lead educator; however, a teacher is not prohibited from being a co-applicant for a proposal submitted by a larger group of teachers in the same cycle.
7. A blind review of your proposal will be conducted by the Grant Allocations Committee appointed by the Foundation. Each application will be scored using the HTEF Scoring Rubric.
8. Items purchased with grant funds become the property of Haddon Township School District.

APPLICATION MATERIALS PACKET

1. HTEF Grant Application
2. HTEF Grant Scoring Rubric
3. HTEF Grant Examples
4. HTEF Summary Report
5. HTEF Final Expense Report

RESOURCES & SUPPORT FOR GRANT APPLICANTS

- To provide grant applicants with appropriate support throughout the application and implementation process, the HTEF will provide contact information of several of its members. These members will be available to answer questions and offer support for all aspects of the application and implementation process.
- Any questions about or assistance with the grant application process can be directed to the following email address (htedfoundation@gmail.com). Please include “Grant Application” in the subject line. Your email will be returned promptly.