

NOVEMBER 10, 2019



HTEF SPRING 2020 GRANT CYCLE

PRESENTED BY: HTEF BOARD OF TRUSTEES

HADDON TOWNSHIP EDUCATION FOUNDATION

HTEF SPRING 2020 GRANT CYCLE

PROJECT COMMUNICATION

The Haddon Township Education Foundation (HTEF) is pleased to announce that it is accepting applications for grants from Haddon Township teachers and 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 are eligible for the Spring 2020 Grant Cycle.

- 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 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	Teachers & Building-Level Administration	January 24, 2020
District-Level Application Deadline	Principals & Superintendent	January 29, 2020
Allocation Committee Meeting	Allocation Committee	February 3, 2020
Notification of Application Status	Teachers, Building- and District-Level Administration	February 10, 2020
Distribution of Funds	HTEF Treasurer & Business Administrator	February 18, 2020
Project Summary & Final Expense Report Deadline	Grant Recipients	June 30, 2020

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 deadline provided. Unspent funds must be returned to the Foundation at the conclusion of the school year.

3. A 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 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

RESOURCE/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.