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HARDING TOWNSHIP EDUCATIONAL FOUNDATION

GRANT REQUEST FORM

# *Submit to the Grant Committee:*

# *Jessine Kiernan (*[*jessinelee@gmail.com*](mailto:jessinelee@gmail.com)*)*

General Information

Project Title:

Total Budget $ Requested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Applicant(s):

Position(s) (grade or subject taught, staff role): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let us know if the following applies to your grant:

### **\_\_\_** My/our request includes technology hardware and/or software.

Submit application to April Friedman and cc Jessine Kiernan as a Word or Google document

The Grant Committee will confirm receipt and schedule a discussion . *If you do not receive an e-mail confirmation within a week of submission, please contact us at* [*jessinelee@gmail.com*](mailto:jessinelee@gmail.com)*.*

Proposal Information Use the questions in each category below as a guide to complete your proposal.

Proposal Summary: Briefly summarize your idea in 2-3 sentences. What do you want to do with the funds? How will a grant award make a difference to you/your students*? (HTEF may use this blurb to describe the grant in external communications.)*

Project Objectives/Benefits: Share a more detailed description of the plans. *For example*: What will the grant fund? What do you expect to accomplish? How will the grant expand educational experiences of students, enhance curriculum, and/or apply innovative teaching or learning methods?

Target Group: Which students/how many students will benefit from this grant?

Outcomes: How will you assess/measure success near term and/or over time? Consider impact for teachers/instruction and/or for students/learning.

Key Steps and Timeline: What research or other planning steps have you completed prior to submitting this grant request? What additional steps are required for planning and implementation? What is the timetable?

Budget: Provide a list of expenditures. Include such items as costs of supplies, equipment, fees/honorariums, installation, related training, shipping and handling. If you don’t have a detailed budget yet, provide an estimate. Note other potential sources of funding you may receive to help fund the budget.

Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Approval ($5,000 and over) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technology Coordinator Approval (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR HTEF USE ONLY**

DATE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_\_\_\_\_\_\_ COMMITTEE MEMBER ASSIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATUS: □ Approved Grant #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation required? □ Yes □ No

□ Declined Reason for decline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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