**Office of the Superintendent**

**Hillsdale Board of Education**

**32 Ruckman Road**

**Hillsdale, NJ 07642**

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**To:** Certified Staff, Hillsdale School District

**From:** Robert V. Lombardy, Jr., Superintendent

**Date:** October \_\_, 2022

**RE:** Hillsdale K-8 Education Foundation Minigrants

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The Hillsdale K-8 Education Foundation has established cycles of Minigrants to encourage innovation and enrichment in our schools. In this Fall 2022 Cycle (#7), you are invited to submit proposals for curricular enhancements, interdisciplinary programs, professional development activities, extra-curricular activities, or other ideas to be implemented starting in the Second or Third Trimester of the 2022-2023 School Year. Your proposal can be designed to last anywhere from one day to a semester or year, or longer. It may involve one class or several, one grade or more, a group of students, or the entire School. It may explore one subject area or take an interdisciplinary approach. You are encouraged to collaborate with other teachers, in the same or different grades, in the same or different subjects, or in the same or different Schools. You may apply for a Minigrant in this Cycle even if you have previously received one.

**DEADLINE: APPLICATIONS MUST BE SUBMITTED TO YOUR PRINCIPAL NO LATER THAN WEDNESDAY, NOVEMBER 30, 2022.**

Applications will be evaluated by your Principal and this Office, and all applications which do not conflict with School and District policies and budgetary requirements and priorities will be forwarded to the Foundation for selection.

**The Foundation expects to notify all applicants of the results no later than Friday, December 23, 2022.**

**Minigrant Application**

**Hillsdale K-8 Education Foundation**

**Fall 2022 Cycle (#7)**

**Information Page**

We appreciate your interest in applying for the Fall 2022 Cycle (#7) of Foundation Minigrants! These will be awarded by the Hillsdale K-8 Education Foundation in December 2022, to be implemented in the Winter and/or Spring of 2023. You are invited to use your imagination and experience to propose a project, program, curricular enhancement, extra-curricular activity, professional development activity, or other concept which will enrich and expand the learning experience. Please consider this as an opportunity to implement a long wished-for program, to reach out to students, to inspire your class, to expand your own teaching abilities, and to improve the schools.

Please see the general guidelines below and thanks in advance for your time and consideration!

**Scope**

There are very few limits -- the goal is innovative student enrichment. Your proposal may be for a program involving:

* a single teacher, class or multiple classes.
* one or multiple grade levels.
* a target population of students or the student body as a whole.
* interdisciplinary or multi-class collaboration with other teachers.
* any span of time.

Please keep in mind that the Minigrants are intended to be awarded for a program, not just for supplies. The Minigrants supplement but do not replace the budgetary process, and the Foundation encourages successful programs to be incorporated eventually as part of the district budget.

**Format**

Please be clear and concise in completing the application. You should submit it to your principal (not directly to the Foundation) in the format they specify. This application will be available in MS Word, Google Docs and Adobe fill-in formats at the Foundation website, [www.hefnj.com](http://www.hefnj.com).

**Cost**

Generally, applications are expected to be within the $500 to $2,500 range. However, **there is no minimum or maximum limitation**, and all HSD-approved applications will be considered. If your application exceeds available Minigrant resources but is meritorious, we may contact you to discuss whole or partial funding through other means, *e.g.,* securing an outside grant, or joint funding with another organization.

**Deadline**

Applications must be submitted to your School Principal **no later than Wednesday, November 30, 2022**. They will be reviewed and approved by the Principal and Superintendent and forwarded to the Foundation for a decision, and you will be notified of the results **no later than Friday, December 23, 2022.**

**Hillsdale K-8 Education Foundation**

**Fall 2022 Cycle (#7)**

**MINIGRANT APPLICATION**

|  |  |  |
| --- | --- | --- |
| **HEF Proposal #: 7 -**  |  | *# will be assigned by Foundation* |

|  |  |
| --- | --- |
| Program Title |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | School | Grade / Subject |
| Applying Teacher(s)& Staff |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Total$ Amount Requested |  |

|  |  |  |
| --- | --- | --- |
| Program Dates | Begin: | End: |

TO BE COMPLETED BY HSD ADMINISTRATION:

|  |  |
| --- | --- |
|  |  |
| Principal’s Approval for submission to Foundation | Date |
|  |  |
| Superintendent’s Approval for submission to Foundation | Date |

**Hillsdale K-8 Education Foundation**

**Fall 2022 Cycle (#7)**

**MINIGRANT APPLICATION**

|  |  |  |
| --- | --- | --- |
| **HEF Proposal #: 7 -**  |  | *# will be assigned by Foundation* |

Please ensure you address each of the points outlined below:

|  |
| --- |
| 1. **Summary.** Provide a concise summary of your proposed program.
2. **Description.** Describe your proposed program:
	* What is the targeted student population?
	* How many students will participate and how will they be selected?
	* Why is it beneficial to the target population?
	* How it is innovative and unique?
	* How will it enrich the learning experience and inspire students?
3. **Budget.** Provide an itemized list of ALL expected costs, including but not limited to the following:
	* teacher and staff stipends
	* supplies, equipment and technology/software
	* outside contracts, enrollment fees, and other expenses
	* identification of “startup” vs. ongoing operating costs
4. **Implementation.** Describe how your program would be implemented, addressing:
	* timeline for planning and execution
	* expected faculty, staff and student time commitment
	* implementation logistics (*i.e.,* means of integration with school curriculum or operating as standalone)
	* known or anticipated risks or challenges
	* any data on the program’s implementation in other schools
5. **Accountability.** Describe how you will monitor and evaluate the program and its results on an ongoing basis.
6. **Other.** Provide any other information you feel is relevant or helpful but is not included above.
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Please indicate on your application if you wish to supplement your Proposal with any other files or information (e.g., spreadsheets or Slides/PowerPoint).

Again, thank you for your time and consideration. The Foundation is eager to make your ideas a reality!