



**HILLSDALE K-8 EDUCATION FOUNDATION
MINIGRANT GUIDELINES
Fall 2025 Cycle #10**

We appreciate your interest in applying for a Fall 2025 Cycle #10 Hillsdale K-8 Education Foundation (“Foundation”) Minigrant! These will be awarded by the Foundation in December 2025, to be implemented in the Spring of 2026.

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. The Foundation is eager to make your ideas a reality!

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; or
- any span of time.

Please be specific as to what the grant funds will be applied towards (i.e.: supplies, trophies, etc.).

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 your proposal. You should submit it to your Principal (not directly to the Foundation) in the format they specify. This information page will also be available on the Foundation website, www.hefnj.com.



COST

Grants are expected to be within the \$500 to \$2,500 range. However, **there is no minimum or maximum limitation**, and all Hillsdale School District approved proposals will be considered. If your proposal 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.

REQUIREMENTS

As a condition of receiving funding from the Hillsdale Education Foundation, the awarded teacher will be required to provide real time updates on the project/program so that we update our board and sponsors accordingly. These updates may be provided in writing, photos, or videos and should reflect the use of funds and the outcomes achieved. In addition, the Foundation reserves the right to share highlights, updates, and successes related to the award on its social media platforms and other communications to inspire our community, recognize the amazing things happening in the classroom, and attract potential donors.

DEADLINE

Applications must be submitted to your School Principal **no later than Wednesday, November 19, 2025**. 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 on a rolling basis beginning on **Wednesday, December 17, 2025**.



Hillsdale K-8 Education Foundation
2025-2026 Cycle #10
MINIGRANT APPLICATION

HEF Proposal: 2025-

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*# will be
assigned by
Foundation*

Program Title	
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	Name	School	Grade / Subject
Applying Teacher(s) & Staff			

Total \$ Amount Requested	
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Program Dates	Begin:	End:
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TO BE COMPLETED BY HSD ADMINISTRATION:

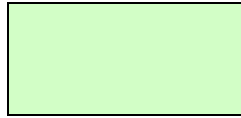
Principal's Approval for submission to Foundation	Date
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Superintendent's Approval for submission to Foundation	Date
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2025-2026 Cycle #10
MINIGRANT APPLICATION

HEF Proposal: 2025-



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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 is it 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.

Please indicate on your application if you wish to supplement your Proposal with any other files or information (e.g., spreadsheets or Slides/PowerPoint).