

Hartford Public Schools Foundation for Quality Education

The HPS Foundation for Quality Education is dedicated to its mission: acquiring and distributing resources to the Hartford Public Schools for programs and projects that enhance learning opportunities for students, staff, and the community. Specializing in awarding grants that support extraordinary activities, projects, and materials beyond the provisions of the District's standard budget, the Foundation empowers both staff and teachers to strengthen curriculum enrichment and elevate the overall learning experience. Past awards have supported a wide spectrum of innovative endeavors, including Student CPR Training, STEAM (Science, Technology, Engineering, Art, and Mathematics) Development, Robotics Programs, Enrichment and Enhancement Activities, and unique opportunities in Arts Education and Physical Education, including Post-Prom Events. Ultimately, the potential reach of these grants is limited only by the imagination.

Grant Evaluation Criteria generally include the following:

Alignment with Hartford Public Schools Foundation's Goals for Quality Education:

- **Mission Alignment:** Explain how the request aligns with the goals, values, and mission of the Hartford Public Schools Foundation.
- **Contribution to Quality Education:** Detail how the request supports quality education within the Hartford Public Schools system.
- **Collaborative Opportunities:** Describe any potential collaboration with the community.

Beneficiary Identification:

- **Number of Students:** Specify the exact number or estimated range of students who will benefit.
- **Grade Levels:** Detail the grade levels that will be impacted.
- **Benefits to Students:** Explain how the grant will impact the students' education.

Enrichment of Learning Experience:

- **Educational Enhancement:** Describe how the grant will enrich the learning experience.

Request Life Cycle:

- **Duration:** Outline whether the request is for a one-time event or will last over a specified period (e.g., 1, 2, 3 or more years).

Implementation Timeline:

- **Total Time for Implementation:** Provide an estimated timeframe for overall project implementation.

- **Multi-Step Implementation:** If applicable, detail the implementation timeline for each step and its corresponding cost.

Renewal and Recurring Costs:

- **Software or Subscription Costs:** List any ongoing costs, detailing what they are, the amount, and when they will be incurred.
- **Other Renewal Costs:** Identify any other recurring or renewal costs.

NOTE: The Foundation has a limited annual grant budget and may not be able to fund all requests or all future implementation steps requested.

Completed grant applications may be dropped off at the Central Office to Marilyn Mead or submitted via a Google Form by **September 6, 2024**. Applications must be approved by the building's principal prior to submission. Principal approval indicates that the application has been reviewed and is not in conflict with building and district goals, curriculum, and/or expectations. If submitting via email, please send your documents to macmillanj@hartfordfoundationgives.org. If you have attachments that cannot be emailed or submitted through the Google Form, please attach those items to the physical submission form when dropping them off at the Central Office to Marilyn Mead.

The evaluation process will consist of presentations from the applicants. For grants targeting grades 6-12, the presentation should be made by a student or a group of students, if possible. The Project Committee may have questions during or after your presentation, so please be prepared to address them. The presentation is scheduled for **September 11, 2023, at 6 p.m.** in the Central Office. Please make yourself available at that time for your presentation.

Should I be granted funds by the HPS Foundation for Quality Education, I hereby agree to the following terms and conditions:

- **Expenditure Consistency:** All expenditures related to the project will strictly adhere to the descriptions and guidelines outlined in the submitted application.
- **Approval for Deviations:** In the event that a deviation from the approved application and its allocated expenditures becomes necessary, I pledge to obtain explicit written approval from HPSFFQE before incurring any additional or altered expenses.
- **Completion and Reporting:** I will diligently complete the evaluation by the stipulated due date, utilizing the Recipient Grant Evaluation Reporting Form, which can be found at <https://hartfordfoundationgives.org/grants>. Furthermore, if requested, I stand ready to present a concise and comprehensive summary of my grant results to the HPSFFQE board, potential donors, or other relevant parties, in accordance with the organization's requirements.

By adhering to these principles, I affirm my commitment to the integrity of the project and the responsible management of the funds awarded by **HPS Foundation for Quality Education**.

HPS Mini - Grant Cover Page

Grant Title:	
Submission Date:	
Applicant's Name:	
Position:	
School: (X one)	High School: Middle School: Elementary School:
Student Rep:	
Contact Phone:	
E-Mail:	
Grant Amount Proposed:	

1. Give a detailed description of your grant request, including goals and objectives.

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2. What is the timeline for the grant request?

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3. Estimate the number of students who will benefit. Indicate grade levels and/or classes involved.

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4. How does this grant request benefit the curriculum, enrich and enhance the learning experience of your (and other, if applicable) students?

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5. List additional Hartford Public Schools personnel that will be involved. (Include name and position.)

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6. How will you evaluate whether the objectives of the project have been met? Note: Evaluation Summary evaluation forms will be provided when grant is awarded and can be found on the Foundation website at hartfordfoundationgives.org/grants. Generally, they are due 30 days after grant implementation or completion. If this is not practical, please advise the Project Chair with a proposed submission date.

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7. How will you share what you have learned from your project with your colleagues, i.e. reports, presentations, make materials available, etc.? Include the benefits to your colleagues and their students.

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8. What resources will be needed? Please detail the cost and include a list of materials, equipment, sources of supply, transportation, and other items. Remember to include shipping and handling costs and tax. Also provide renewal costs, if applicable.

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9. Is there any additional information the committee should know prior to making a decision with regard to your request?

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