

HANOVER EDUCATION FOUNDATION
Guidelines for Unsolicited Grants
Submitted by a Group

Once a year the Hanover Education Foundation (“HEF”) issues a Request For Proposals (RFP) to all educators in the Hanover County Public Schools so that they may submit and, if selected, be awarded a Creative Instructional Classroom Grant.

Throughout the year the HEF will receive unsolicited grant requests from groups. These are requests that are submitted by educators that need immediate attention, such as travel expenses to compete in state competitions, registration fees, expenses for the school bands to perform in parades, just to name a few.

The HEF Grants Committee has developed guidelines for groups to follow when applying for such grant monies. The HEF realizes that it cannot accommodate everyone’s needs. However, having set guidelines in place will ensure the applicant that the appropriate review was given to their request, and it should have a clearer understanding as to the outcome.

The guidelines for unsolicited proposals from groups are as follows:

1. Consideration for a request will be given only if the group will be representing Hanover County Public Schools in their endeavor.
2. A minimum of 75% of the funding required for the entire trip/event must be raised from other sources before submitting a proposal to the HEF.
3. Once the grant has been awarded the grantee will need to present the grant to either a school PTA or a civic organizations telling the group how the funds were used.
4. When talking about the grant, the grantee will always mention the Hanover Education Foundation. All grant recipients will be given talking points to use when speaking.

The HEF Grants Committee will also consider grants having to do with music and athletics. The guidelines are as follows:

1. Can be considered if the group has been accepted to participate/compete based on past record of achievement.
2. Event should have a certain level of importance (state or national level).
3. Event should bring a high level of recognition to our students and Hanover County Public Schools.
4. Should provide experiences beyond regular educational settings.
5. Consideration given to the number of individuals impacted by the event.

If the request falls within these guidelines, the application will be passed on to the HEF Grants Committee for review. If not, the group will receive a letter from the Executive Director stating why the process was stopped. If an unsolicited grant is awarded, the HEF Grants Committee may request a final report from the group.

Completion of the Group Unsolicited Grant Application must be submitted to:

Margaret P. Hill, Executive Director
Hanover Education Foundation
200 Berkley Street
Ashland, VA 23005
Phone (804) 365-4565 Fax (804) 365-4680

HANOVER EDUCATION FOUNDATION

GROUP UNSOLICITED GRANT APPLICATION FORM

I. BASIC INFORMATION

Title of Project: _____

This project is designed for: (check one) ___ Individual ___ Group

If Group, indicate Target Grade Level: ___ Elementary ___ Middle ___ High
Other: _____

II. APPLICANT INFORMATION

Applicant Name _____

Position/Title _____

School _____

School Address _____

School Phone _____ Email _____

III. NARRATIVE (Please answer the following using no more than one typewritten page.)

- A. Project Description: What is your project all about? What are the activities of the project? What will you be doing?
- B. Objectives: What do you hope will be accomplished by this project? What are the major outcomes you expect? Who will benefit by the project?
- C. Evaluation: How will you know if the objectives have been met? How will you evaluate the impact of the project?
- D. Dissemination: Would your project be of value to other educators? How would you share your ideas?

IV. BUDGET

- A. Total Amount Requested: \$ _____
- B. Materials and Supplies: On attached sheet, itemize all materials and supplies requested.
- C. Other Sources: Indicate other resources contributed for the proposed project.

V. SIGNATURES

Application should be signed and dated by the applicant submitting the grant proposal and by the principal or administrator of the school. Applications not signed by the principal/administration will not be considered.

Applicant's Signature: _____ Date _____

Principal's / Administrator's Signature: _____ Date _____

DELIVER COMPLETED APPLICATION TO

Margaret P. Hill, Executive Director

Hanover Education Foundation, 200 Berkley Street, Ashland, VA 23005 Phone (804) 365-4565

Materials and Supplies

Funds Requested from HEF: Itemize each item separately with approximate cost.

<u>ITEM</u>	<u>COST</u>

TOTAL \$ _____

Other Resources Contributed for the Proposed Projected. Indicate source and amount of matching funds or in-kind contributions.

TOTAL \$ _____