

HANOVER EDUCATION FOUNDATION
**Guidelines for Unsolicited Grants
Submitted by an Individual**

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.

In addition to Creative Instructional Grant proposals, the HEF also receives unsolicited requests for grants 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, and expenses for a school band to perform in parades. The HEF Grants Committee has developed guidelines for groups to follow when applying for unsolicited grant monies.

The HEF realizes that there are times when an individual student or educator may need funding for a particular project. Just as the HEF Grants Committee has established separate guidelines for group requests, it has also established separate guidelines for individual requests to ensure that the appropriate review is given to each request. The guidelines for individual requests are noted below.

The guidelines for unsolicited proposals from individuals are as follows:

1. Consideration for a request will be given only if the student or educator will be representing Hanover County Public Schools in his /her endeavor.
2. When considering an unsolicited grant, the HEF will consider providing matching funds up to the amount raised by the individual. (Ex. If the individual needs \$500.00 and has raised \$250.00, the HEF will consider matching that amount up to \$250.00).
3. The HEF will not fund more than \$1,500 for an individual proposal.

Notification of the HEF Grants Committee’s action or decision will be made to all individuals who have requested funding.

Completion of the Individual 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

INDIVIDUAL 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 students/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 \$ _____