



**Creative Instructional Grant  
Cover Sheet and Certification Statement  
2017-2018**

This cover sheet will be removed from the attached application form by a HEF representative after an application number has been assigned.

_____	
Project Title	
Name(s) and Signature(s) of applicant(s) associated with this request. Maximum two per grant.	
Print Name(s):	
_____	
Signature(s):	
_____	
School:	
_____	
Phone Number:	E-Mail:
_____	_____
Signature of Principal: _____	
Date: _____	

**CERTIFICATION**

My/Our signature(s) certifies the following:

1. All information contained in this application is correct.
2. I have reviewed the proposal with my principal and I am authorized to submit it to the Hanover Education Foundation.
3. I understand that I will submit a final evaluation report to the HEF by June 1, 2018, if funds are awarded. Any unused funds totaling \$25 or more will be returned at that time.
4. I grant the right to the Hanover Education Foundation to use my report and any product from the project for public information.

Applicant Signature(s) \_\_\_\_\_

If more than one applicant, both MUST sign.

<b><u>FOR HEF USE ONLY</u></b>		
2017- _____	Date Received _____	Funding Approved: _____



Creative Instructional Grant Application

Project Title
Check One: New: \_\_\_\_\_ Renewal: \_\_\_\_\_
(If this is a renewal, please attach a clearly marked, separate progress report.)
Funding Requested: \$\_\_\_\_\_ Project Budget \$\_\_\_\_\_
Matching Funds Committed: \$\_\_\_\_\_
Total Student Enrollment: \_\_\_\_\_
Grade(s) Served: \_\_\_\_\_ Subject(s) Impacted: \_\_\_\_\_
Number of Students Served by Proposal: \_\_\_\_\_ Implementation Dates: \_\_\_\_\_

PREPARATION OF APPLICATION

- Using no more than three typewritten double-spaced pages (Times New Roman, font size 12), please address clearly, and in sequence, each of the stated items indicated under Instructions on How To Complete Your Application. Strict adherence is given in this request.
Please note that your budget page only may be added as an additional sheet to the application.
ASSEMBLE (stapled only) and SUBMIT 10 copies of application along with the one ORIGINAL signed Cover Sheet and Certification Statement to HEF by the required deadline.
Facsimiles NOT accepted.

SUBMIT TO:

Margaret Hill, Executive Director
Hanover Education Foundation
200 Berkley Street
Ashland, VA 23005
PH: 804-365-4565

# **Instructions on How To Complete Your Application**

Prepare your outline according to the title sections listed below.

## **I. PROJECT GUIDELINES**

The project is appropriate if you can answer YES to the following questions:

- Is it essential to learning and strongly related to the curriculum, SOLs, AYP, and/or State Accreditation?
- Is it in line with the mission of the foundation?
- Will it impact a broad base of students?
- Is it innovative?

## **II. STATEMENT OF PURPOSE**

- Tell what you hope to achieve. (e.g., what will be different or better if the project is successful)
- Keep the statement simple and straightforward.
- Promise only what you can reasonably expect to achieve.

## **III. DESCRIPTION OF STUDENT POPULATION**

- Demographic characteristics of school population.
- Specific population to be served in this project.

## **IV. STATEMENT OF RATIONALE—address the following:**

- Importance of purpose.
- How the project supports the purpose.
- Timeline.

## **V. OBJECTIVES**

- Limit the number of objectives.
- Identify specific SOL objectives.
- Cognitive objectives must be measurable. Affective objectives may be general.
- Relate to purpose and objectives.
- Include type of intervention program or curriculum used.

## **VI. INSTRUCTIONAL PROCEDURES**

- Relate to purpose and objectives.
- Include type of intervention program or curriculum used.
- Be specific.

## **VII. EVALUATION**

- Relate to stated objectives.
- Methods used to evaluate success.
- Indicate how you will know whether the project was successful.

## **VIII. PROJECT BUDGET and OTHER CONTRIBUTED FUNDING SOURCES**

- Projects involving matching funds or in-kind support are encouraged. Document any such support with a letter from the provider.
- Indicate project funds requested and provide an itemized list of each item in detail with approximate cost in a column format.
- NOTE: The project budget total is **NOT** to be used in lieu of an itemization of the list indicated above.