



CREATIVE INSTRUCTIONAL GRANT Guidelines for 2017-2018 Funding

PURPOSE

Creative instructional grants are provided in partnership with the Hanover Education Foundation (HEF) and Altria Client Services, Inc. A total of \$28,000 in funding is available for the 2017-2018 School Year. These grants encourage and reward innovative classroom instructional approaches to the accomplishment of curriculum goals and objectives and/or Standards of Learning Objectives.

PERSONS ELIGIBLE TO APPLY FOR GRANTS

Any classroom teacher (elementary, middle or high), instructional administrator, including librarians and guidance counselors currently employed by Hanover County Public Schools are eligible to apply for special instructional projects or enrichment programs.

ELIGIBLE PROPOSALS

Instructional approaches or projects must follow the mission of the Hanover Education Foundation and be designed to begin during the 2017-2018 school year. HEF grants are awarded annually to encourage, stimulate and enhance creativity in effective instructional methods and cooperation and involvement between Hanover County Public Schools and the community.

HANOVER EDUCATION FOUNDATION MISSION

We develop and sustain community and business partnerships, and serve as effective stewards of resources, to create quality educational opportunities that promote high performance in all students in Hanover County Schools.

AWARD OF FUNDS

The Hanover Education Foundation will award grants between the amounts of \$500 minimum to \$2,000 maximum for each project to eligible applicants or team of applicants (no more than two applicants per grant application).

Awarded funds **may not** be used to supplant existing funds. Awarded funds **may be** used to compensate an expert coming to work with students, but **may not pay** Hanover County Public School staff or teachers.

DUE DATE

Application deadline is March 31, 2017. Applications must be delivered by 5:00 p.m. on this date to Margaret Hill, Executive Director of the Hanover Education Foundation. No facsimiles will be accepted.

SELECTION CRITERIA

- Proposals must include content that is based on the curriculum outline and/or the Standards of Learning (SOLs). Specific evidence of this connection should be provided in the grant objectives.
- The degree to which the proposal represents a creative approach to the accomplishment of prescribed curricula, instructional objectives and/or Standards of Learning (SOLs) and allows for methods of instruction that address a variety of learning styles.
- The degree to which sound evaluation procedures are incorporated in the proposal.

GRANT SUBMISSION PROCESS

1. Application forms are distributed to principals and should be made available to all teachers. Applications can also be found on the Foundation's website www.hefhanover.com.
2. Ten copies of the grant application along with the original signed Cover Sheet and Certification Statement shall be submitted to Margaret Hill, Executive Director, Hanover Education Foundation, 200 Berkley Street, Ashland, VA 23005 by 5:00 p.m. on Friday, March 31, 2017.
3. The principal or administrator of the school for which the grant is written **must** sign all applications.
4. **DO NOT MENTION YOUR NAME, AN ASSOCIATE'S NAME OR THE NAME OF YOUR SCHOOL OR DIVISION** in the body of the application or anywhere except on the Application Cover Sheet. By doing so your application will be disqualified by the Grants Review Committee.
5. The Hanover Education Foundation Grants Review Committee will review all applications.
6. Applicants will be notified of decisions made by the Grants Review Committee by June 2017.
7. Successful projects will be funded and the Board of Directors of the Hanover Education Foundation will issue grant award funds to schools in July 2017.
8. **Proposals require a final written report presented to the Board of Directors of the Foundation by June 1, 2018.** This form will be provided if the grant is funded and can also be downloaded from the HEF website.

PROJECT RENEWALS

- Proposals submitted as Renewals (awarded in the previous year and applying this year) **MUST** have a Renewal Progress Report clearly marked reporting the status of the current award to this point **AND** attached to application.

RESPONSIBILITIES OF GRANT RECIPIENTS

1. Use the award(s) for the purpose intended.
2. Prepare a final report that may be shared with other schools and teachers. Recipients are expected to share source of funding and be willing to present a brief overview of their project with their PTA and at least one additional civic group. Be willing to make a presentation at a HEF board meeting and/or provide an article for the Foundation's Annual Review or website.
3. Return any unused funds over \$25 to the Hanover Education Foundation with final report by June 1, 2018.
4. Recipients will be recognized at the 19th Celebration of Excellence Gala 2017.

REPORTING REQUIREMENTS

- Grant winners will be expected to complete the Creative Instructional Grant Final Report Form by June 1, 2018. The report should discuss the results of the project and impact that it had on student learning. Sample products, which demonstrate the project results, should be included with the form.

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. Strict adherence is given in this request. Please note that your budget sheet may be added as an additional page to the application.

QUESTIONS

- Refer any questions regarding this application to Margaret Hill at 365-4565 (mhill@hcps.us).