



HOLMDEL

FOUNDATION FOR EDUCATIONAL EXCELLENCE

Mini-Grant Teacher and Staff Member Application

Date _____

Applicant's Name _____

Home Address _____

Home Phone _____

Email Address _____

Position _____ School Building _____

Project Title _____

Total Budget Request \$ _____

Check one:

() Individual Mini-Grant (up to \$2,500)

() Collaborative Mini-Grant (up to \$2,500) – list other participant(s):

Check one:

() Existing Program Enhancement - what is being proposed does not currently exist – e.g. establish a darkroom for the photography program.

() Existing Program Expansion – what is being proposed expands on something that does currently exist – e.g. another 3D printer for the engineering program.

() Pilot Program – Grant funding to support one full cycle of an entirely new program – e.g. Robotics Club. Importantly, measureable outcomes are required to inform consideration of locally funded continuation beyond initial cycle.

Describe your project in a one-paragraph summary.

What are the educational objectives of the project?

When do you anticipate implementing and completing the project?

Describe the population of students and the number of students impacted by this project?

How do you plan to measure the success of your project?

Outline your budget and projected costs:

<i>Purchased Services</i>	<i>Supplier</i>	<i>Item</i>	<i>Quantity</i>	<i>Item Cost</i>	<i>Total Cost</i>
Professional Development					
Curriculum Development					
Educational Services (subscriptions, memberships, speakers, etc.)					

<i>Supplies and Materials</i>	<i>Supplier</i>	<i>Item</i>	<i>Quantity</i>	<i>Item Cost</i>	<i>Total Cost</i>
Instructional Supplies					

<i>Supplies and Materials</i>	<i>Supplier</i>	<i>Item</i>	<i>Quantity</i>	<i>Item Cost</i>	<i>Total Cost</i>
Books					

<i>Technology</i>	<i>Supplier</i>	<i>Item</i>	<i>Quantity</i>	<i>Item Cost</i>	<i>Total Cost</i>
Instructional Equipment					
Furniture					

<i>Capital</i>	<i>Supplier</i>	<i>Item</i>	<i>Quantity</i>	<i>Item Cost</i>	<i>Total Cost</i>
Modification of Physical Space					
Electric					
Plumbing					
Wiring					
Other					

<i>Other Costs</i>	<i>Supplier</i>	<i>Item</i>	<i>Quantity</i>	<i>Item Cost</i>	<i>Total Cost</i>
Transportation					
Other					

Total – ALL Costs					
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The Holmdel Foundation for Educational Excellence would like to celebrate your accomplishments after the mini-grant project has been completed and requires a post-implementation summary report. In the past, grant recipients were invited to attend an HFEE meeting at the end of the grant period. While we wish to continue this practice, we would like to offer other options to highlight your mini-grant project.

Please identify one of the following ways you plan to share the successes of your completed mini-grant project with the HFEE members. If necessary, you may change your post reporting option at the end of the grant period.

- () Attend an HFEE meeting in the spring to deliver a short presentation to the members.
- () Develop a short video reflection to be viewed by the HFEE members, which may include students and/or staff engaged in the mini-grant project.
- () Develop a slide show presentation to be viewed by the HFEE members, which may include students and/or staff engaged in the mini-grant project.
- () Other, please explain.

By submitting and signing a mini-grant application, all applicants agree and grant permission for the usage of a photo or video of his/her likeness and his/her work to be published on the HFEE's and school district's website, social media sites, publications, and any other form of print/electronic media and/or print/electronic outlet, if the mini-grant is approved.

Applicant's Signature _____

Building Principal's Signature _____

Supervisor/Director's Signature _____