



## Mini-Grants Program – 2019-2020 “Funds for Inspiration”

The HFEE Mini-Grants Program is designed to support innovative and creative projects that enhance the school curriculum and enrich the learning experience for the students of the Holmdel Public School District from Pre-K through grade 12.

### **GRANT ELIGIBILITY**

Any Holmdel School District staff members are eligible to submit a project proposal to the HFEE for consideration for grant funding. All projects should be designed for implementation no sooner than the first school day of the 2019-2020 school year and no later than June 2020.

### **GRANT INFORMATION**

A review committee will evaluate the mini-grant applications and a limited number of grants will be awarded.

### **GRANT AMOUNTS**

Staff Mini-Grant – up to \$2,500

Student Mini-Grant – up to \$200

### **GRANT APPLICATION AND DEADLINE INFORMATION**

For the 2019-2020 Mini-Grants Program, all applications must be submitted to the Building Principal no later than **Wednesday, February 20, 2019**. *No extensions to this deadline will be granted.*

### **GRANT APPLICATION CRITERIA**

1. The **description** of the project proposal is clearly stated.
2. An **innovative and creative** project to enhance the school curriculum and enrich the learning experience for the students.
3. The **learning objectives** are clearly outlined and related to the curriculum goals.
4. The **procedures for implementation** are clearly planned and described including the methods, materials, resources, tentative schedule, and a specific completion date.
5. The **plans for evaluating** the project are detailed with measurable outcomes.
6. The **budget** request is reasonable and sufficiently detailed.

### **GRANT REVIEW TIMELINE**

- Wednesday, 2/20/19 - Applications are due to the Building Principal for review
- Tuesday, 2/26/19- Approved applications are due to Dr. Seeley's office
- Thursday, 2/28/19 – All qualified applications are due to the HFEE Mini-Grants Committee Chairperson
- Tuesday, 3/12/19 – Recommendation and approval of mini-grant applications

### **GRANT AWARD NOTIFICATION**

The Holmdel Board of Education will review and approve the HFEE mini-grants at the Board of Education meeting on Wednesday, April 24, 2019.

### **POST-IMPLEMENTATION GRANT REPORTING**

The Holmdel Foundation for Educational Excellence would like to celebrate your accomplishments after the mini-grant project has been completed. The post-implementation report is mandated for all granted projects and must be submitted to the HFEE by the June HFEE meeting date. 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.

We ask that you 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.

### **MEDIA AND INFORMATION CONSENT**

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.

### **HFEE CONTACT**

Nicole Hazel, HFEE Mini-Grant Committee Chairperson  
nphazel@gmail.com