

**HFEЕ MINI-GRANT PROCESS, TIMELINE AND DUE DATES**  
**2021-2022 School Year for Mini-Grants Projects to Take Place in 2022-2023**

Oct/Nov 2021	Attend Holmdel School Staff Meetings <ul style="list-style-type: none"> <li>● William Satz - Oct 18, 2021</li> <li>● Indian Hill - Oct 19, 2021</li> <li>● Holmdel High - Oct 20, 2021</li> <li>● Village - Nov 10, 2021</li> </ul>
Early January 2022	Review faculty/staff and student Mini-Grant applications, specifications of grant amounts (faculty and student) and timelines with Dr. Jeffrey Charney, then advise HFEE members and solicit any input Identify point people to work with to promote the application process to staff and students <ul style="list-style-type: none"> <li>● Dr. Jeffrey Charney</li> <li>● Building Principals</li> <li>● HFEE Teacher Reps at each school</li> <li>● Student Club Presidents (Dr. Jeffrey Charney and LP to solicit support from HS Student Club Presidents)</li> </ul>
Mid January 2022	Release of student and staff mini-grant applications <ul style="list-style-type: none"> <li>● Dr. Jeffrey Charney shares mini-grant process and applications with school community</li> <li>● HFEE posts the mini-grant applications and information sheet to website</li> <li>● Point person to begin promoting/sharing applications; identify and target students; emphasize quality over quantity</li> <li>● Meeting with Student Club Presidents - TBD Date</li> </ul>
Late January 2022	Issue Reminders to submit applications <ul style="list-style-type: none"> <li>● Dr. Jeffrey Charney remind school community</li> <li>● HFEE reminder. Email with link to applications on website</li> <li>● Point person remind their school community</li> </ul>
Feb 25, 2022	Applications are due to the Building Principal for review
March 4, 2022	Approved applications are due to Dr. Jeffrey Charney office
March 16, 2022	All qualified grant applications are due to the HFEE Mini-Grants Committee Chairperson Review mini-grant applications, prepare mini-grant spreadsheet, prepare mini-grant application packages and communications to Mini-Grant Committee
Week of March 21, 2022	Mini-Grant Committee Meeting – Time and Location TBD
April 2022 HFEE Meeting	Recommendation and approval of mini-grant applications at the monthly HFEE Meeting
April 2022 BOE Meeting	Board of Education Meeting – Board Approval of the HFEE Mini-Grants (Target BOE approval of the HFEE mini-grants in April/early May allowing additional time for the schools to complete their purchase orders.)
May 2022	After BOE approval of the HFEE Mini-Grants, distribute the congratulatory letters to the staff/faculty and student mini-grant recipients at the respective schools
At May or June HFEE Meeting	Presentation of Mini-Grants from the present school year to the HFEE Board