



Grant Application Guide

(As of August 2015)

Overview

Since 1995, the HHCEF has given out over \$250,000 in grants to the Hendrick Hudson community for programs such as:

- Project Lead the Way at the High School
- Digital cameras, printer and graphic software for the Middle School
- Tablets and software for Speech and & Language program at B-V
- Teaching garden at FWS
- Stencils for playground activities at FGL
- Programs of the Hendrick Hudson Free Library and COPE

Frequently Asked Questions

What types of grants does HHCEF offer?

HHCEF currently offers mini-grants of a maximum of \$1,000 in two cycles:

- Fall – November deadline
- Spring – March deadline

Although the stated maximum is \$1,000, there is some flexibility in amount.

How do I apply?

- The grant application is available online in the Grants Center at hhcef.net as a Word document or a Google doc. Please remember to **print a copy for your records** before you submit your application. If you do submit an application as a Google doc, please obtain the necessary approvals on a hard copy of the cover sheet and mail to the address below.
- Applications submitted in Word may be emailed to bethgruber@henhudschools.org or you may print a hard copy, with necessary signatures, and mail it to: HHCEF, P.O. Box 114, Montrose, NY 10548 (or to Beth Gruber, HHSD District Office, via interoffice mail).

What costs can be included in an HHCEF grant?

- Supplies and equipment
- Professional services, including consulting fees, honoraria & speakers' fees
- Conference or other professional development costs, such as registration fees

What costs cannot be included in an HHCEF grant?

- Stipends and salaries
- Food or refreshments
- Travel
- Indirect overhead, e.g., as a fixed amount or percentage of the grant

I've received a previous HHCEF grant. Can I submit another grant?

As long as you are submitting a grant for a new project and have successfully completed all the requirements of the previous grant, we welcome submissions from prior grantees.

HHCEF does not typically fund projects on an ongoing basis, so submitting a grant to continue an existing project is *not* recommended.

Will HHCEF partially fund grants?

The HHCEF does provide partial funding for projects and is willing to work with other funding organizations to get a project funded.

If I have submitted a proposal in the past that was turned down, should I resubmit the same proposal?

If your proposal was turned down due to a lack of available funds, by all means resubmit it. However, we recommend that you first contact the HHCEF to verify this was the case and to discuss any concerns or questions.

Who needs to review my application before I submit to the HHCEF?

- **District staff:** Your application must be approved by the principal of your school prior to submission, as evidenced by his/her signature. **Important note:** If you are applying for a grant in the areas of Technology or Special Education, please obtain the approval of the respective director prior to submission.
- **Nonprofit community organizations:** Grant applications should be approved by the Executive Director or individual in a comparable capacity, as evidenced by his/her signature.

Who evaluates my application?

Applications are voted on by the HHCEF board which consists of community members. The District Superintendent also sits on the board *ex officio* as a non-voting member.

How is my application reviewed?

The HHCEF board reviews all applications based on established criteria:

- Identification of need
- Clarity of educational objectives
- Method of evaluation and measurement of progress
- Sustainability and fit with other community/district programs
- Size of target population.

What happens when my grant is approved?

Applicants are notified via email when their application has been approved. As soon as you are notified, you will be able to start your project.

Steps to be taken throughout the grant process are as follows:

- **District:** Contact the District Office or your school's main office to determine how to order materials, etc. All financial aspects of the grant are handled in accordance with standard district business practices.
- **Nonprofit community organizations:** A check will be mailed to you after your grant application has been approved.
- Funds are generally expected to be used **within one year of approval**. However, exceptions to this rule may be made under extenuating circumstances.
- At the completion of your program/project, you should **submit a brief report** that includes an evaluation showing the project's outcomes relative to its goals.
- **When possible, please provide the HHCEF with pictures, testimonials, student outcomes, etc., for use in future HHCEF publicity and fundraising efforts.**

Who can answer my questions?

You may contact the HHCEF via email by clicking on Contact Us at hhcef.net, or you may contact Beth Gruber, HHCEF President, at 257-5153 or beth.gruber@henhudschools.org.