**HHCEF Grant Application**

***IMPORTANT****: Please review the HHCEF Grant Application Guide at* [*hhcef.net*](http://hhceforg.fatcow.com/wp-content/uploads/2013/02/HHCEF-Grant-Application-Guide-2013.pdf) *for guidelines regarding grant requirements prior to completing an application..*

**Grant Proposal Summary**

Name of Applicant:

Applicant School or Organization:

Applicant E-mail:

Applicant Phone:

Co-Applicants, if any:

Grant Cycle (select one):

\_\_\_ Fall

\_\_\_ Spring

Project or Proposal Name:

Dollar Amount of Grant Request (maximum $1,000\*):

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal and/or Administrator or Executive Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(Signature indicates endorsement of the project and confirms that the project aligns with the mission and vision of the organization.* ***IMPORTANT NOTE:*** *District projects involving* ***technology*** *or* ***special education*** *require the signature of the respective administrator indicating their approval.)*

Statement of Endorsement (optional):

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* *Requests which exceed the $1,000 limit by minimal amounts will be considered on a case-by-case basis.*

**Grant Proposal Detail**

**A. Project Abstract: Briefly describe your project.**  (Do not exceed 300 words)  
*What would you like to accomplish? How will you accomplish it?*

**B. Identified Needs***What needs have you identified? How will this project meet those needs?*

**C. Target Population**  
*Who is the target population for the work of your grant?*

**D. Objectives***What do you expect the target population to be able to know, understand or do following the work of your project? Please list all key objectives.*

**E. Timeline***What is the timeline for this project? Please indicate start and end dates and the dates for major milestones, activities or events, if any. Please include any events that Foundation Board members might be able to attend or observe.*

**F. Budget***List the estimated cost by line item of supplies, equipment and/or services you expect to purchase. Please refer to the* [*HHCEF Grant Application Guide*](http://hhceforg.fatcow.com/wp-content/uploads/2013/02/HHCEF-Grant-Application-Guide-2013.pdf) *for allowable and unallowable costs.*

**G. Other Funding, Donated Materials or In-kind Contributions***In an effort to fund as many projects as possible, we sometimes partially fund grants. Please indicate if the project is being or has been funded by any other sources and/or if donated materials or in-kind contributions have been received, including any volunteer time that the grantee or other participants might be providing.*

**H. Evaluation**  
*How will you measure progress towards your objectives? What before and after data can the HHCEF expect to see? If you have any assessment data available, please present it here.*

**I. Community Education**  
*How will you share the results of this project with your colleagues and the community?*

**J. Your Skills**  
*What talents or resources will you bring to this project? What skills will be required beyond your own? How will you supplement or augment those skills you do not have?*

**K. Sustainability**  
*Do you foresee this project as a single event or a project that you hope to continue more than one year? If so, what will you do to ensure project continuation?*

**L. Fit**  
*How will this project advance the instructional goals and strategic plans of your school, school district, or organization? Please reference the district or organizational goal or strategy the project supports.*

When the application is complete, you may print it as a PDF file and e-mail it as an attachment to [grants@hhcef.net](mailto:grants@hhcef.net) , or you may print a hard copy and mail it to HHCEF, P.O. Box 114, Montrose, NY 10548.