



HALDANE SCHOOL FOUNDATION

innovate-educate-celebrate

Foundation Grant Application Instructions

Electronic submissions are encouraged but not required. This grant application can be filled in electronically on the HSF's website: <http://www.haldaneschoolfoundation.org/>

Please name all grant application files to include the applicant/s last name ("smith.doc" or "smithHSFapplication.rtf"). This includes any supporting materials that you may wish to include. Submit the application form and supporting materials in PDF (portable document format), RTF (rich text format) or Microsoft Word format.

Send the files as e-mail attachments to: grants@haldaneschoolfoundation.org with the subject line "**HSF FALL 2011 Grant Application.**"

Alternatively, submit 10 paper copies of the application form and any supporting materials to the HSF mailbox in the elementary, middle or high school office.

THE DEADLINE IS MONDAY, OCTOBER 31, 2011

Proposals will be considered by the Haldane School Foundation Grant Committee and recommendations will be made to the Haldane School Foundation Board of Trustees.

Please feel free to e-mail any questions to Grant Committee Co-Chairs Jennifer Marrinan and Jill Colleta at: grants@haldaneschoolfoundation.org



HALDANE SCHOOL FOUNDATION

innovate—educate—celebrate

Grant Guidelines

1. Grant proposals may be submitted by any member of the Haldane community (staff member, student, parent, community member) but must be supported by a Haldane Faculty Member.
2. Grant proposals must support and enhance the excellence of the Haldane Central School District and be directly related to student learning.
3. Grant proposals are to demonstrate impact in terms of the number of students it will benefit, its duration, and its potential for continuation in subsequent years. Priority will be given to programs requiring less funding, as the Foundation seeks to award as many grants as possible.
4. Although not a requirement, we encourage proposals where there is a collaborative effort, for example, an inter-school collaboration between departments, and/or collaboration with the community. We also encourage service-oriented projects where students give back to the community.
5. The scope of projects funded by the Grants must be outside the scope of responsibility of regular items budgeted by the Board of Education. *Grants are not intended to supplant budgeted items, but to provide for supplementary development and support of enrichment and other programs beneficial to the school.* Applicants must apply for funding through the school's administrative channels and PTA prior to applying for a Haldane School Foundation grant.
6. Grant funds may be used for supplies, equipment, software, and/or resource materials. Funds may not be used to pay indirect costs or salaries, with the exception of professional performers or educators within the subject matter of the proposed grant. Proper documentation of professional status must be submitted with initial proposal. The Haldane School Foundation strongly encourages volunteerism among its applicants.
7. The Haldane School Foundation encourages applicants of recurring programs to seek funding through the BOE budget process after the third year of HSF funding.
8. All decisions by the Grant Committee must be in compliance with the bylaws of the Haldane School Foundation and be consistent with the Mission and Operating Principles of the Haldane School Foundation.
9. Applicants of winning grants must inform the Haldane School Foundation when a HSF sponsored event has been scheduled or when equipment purchased by HSF has been delivered.
10. The appropriate credit line, acknowledging the financial support of the Haldane School Foundation should be included on all printed material regarding the approved project.
11. The Haldane School Foundation will monitor each grant. All expenses must be accounted for with receipts.
12. Feedback is a very important component of the grant process. All successful grant applicants will receive a feedback form to be completed and returned to the Haldane School Foundation to help the Board to evaluate the success of grants provided (and with future fundraising efforts.)
13. The HSF receives funding from parents, local businesses, and dedicated members of the community. To support our mission, we make every effort to spread the word about how donations are allocated. Thus, if the HSF funds a grant, we request that an effort be made to notify students, parents and the public of the grant. We encourage the submission of a press release with an article and photo/s of the event to the PCNR and the online newspaper Philipstown.info along with a reference to the HSF's funding of the project.
14. The final evaluation must be completed and submitted to the Haldane School Foundation by the deadline indicated on the form.
15. Incomplete applications will be returned to the applicant.



HALDANE SCHOOL FOUNDATION

innovate-educate-celebrate

Grant Application

Please use additional pages if necessary and attach any relevant materials that the Grant Committee may consider in reviewing this application. Return this form along with your application to the Haldane School Foundation. To view examples of past grants and projects visit www.haldaneschoolfoundation.org. **Submission deadline: October 31, 2011**

Applicant(s): _____ **Date:** _____

Grades affected by Proposed Grant: _____

Number of students that will benefit from Grant: _____

1. **Project Description:** (Attach brochures, flyers, resumes of speakers, photos or other descriptive materials relevant to your grant application.)

2. **Project Objectives:** (How does the project relate to student learning and support district/school goals?)



HALDANE SCHOOL FOUNDATION
innovate-educate-celebrate

3. **Project Activities and Timetable:** What specific sequential activities will you carry out to achieve the objectives? Please give dates or approximate timetable of performances, events, and/or activities. An estimated completion date is required.

4. **Project Assessment:**

A. How will information about the project and its results be disseminated?

B. Will the project be continued at the end of this grant? If so, How will it be funded?



HALDANE SCHOOL FOUNDATION
innovate-educate-celebrate

5. Please list any other sources of funding you have requested, are requesting or will request for this grant. The list should include grants, school budget funding and any other sources:

6. Total Grant Request: \$_____

Please include a completed project budget breakdown in the space provided below. If the grant request is for a field trip, please be sure to include the amount the parents are contributing.

EXPENSES

PROFESSIONAL FEES _____

ARTIST FEES _____

MATERIAL FEES _____

ADVERTISING/PRINTING COSTS _____

POSTAGE _____

OTHER FEES (BUS RENTAL, ETC) _____

TOTAL FEES _____



HALDANE SCHOOL FOUNDATION
innovate-educate-celebrate

CONTRIBUTIONS (include amount)

SCHOOL CONTRIBUTION _____

PARENT CONTRIBUTION (field trip, etc.) _____

OTHER (specify organization/individual) _____

TOTAL CONTRIBUTIONS _____

7. **Support of Administration:**

Signature of the Department Head (if applicable) and School Principal, indicating the Administration's support of this application.

Department Head

Building Principal