

**Helena Education Foundation
Great Ideas Grant Program
2011-12 Application**

COVER PAGE

**Please complete responses to all questions. Send signed sheet with signature page to:
Helena Education Foundation
PO Box 792
Helena, MT 59624**

Applicant (Key contact) Name	Subject/Grade	Cell Phone
Home Address, City, Zip	Home Phone	
School	E-Mail	Work Phone/Fax
Project Title		

I UNDERSTAND and AGREE TO THE FOLLOWING:

- This project does not displace, replace or supplant programs funded through the District.
- Grant funds must be used within one year from date of award and any amount not used during that time will be returned to the HEF.
- The HEF will not reimburse any costs of the project above the grant award or pay for those costs or items not included in the proposed budget.
- I will submit a written evaluation, project findings and budget summary within one month of completion of the project and agree to present my findings to the Board if requested.
- HEF has the right to use this project, if funded, for public information purposes or to help other educators.

Applicant (Key Contact)	Date	Principal	Date
For HEF use only: Project # _____	Funds Allocated \$_____	Date: _____	HEF _____

**APPLICATION DEADLINES:
Monday, October 3, 2011 for Fall Grants and
Monday, February 6, 2012 for Spring Grants**

Submit one completed application to grants@hefmt.org by the above date.
NOTE: Please send this sheet with the signature page to the address above.

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APPLICATION AND SUMMARY PAGE

Please complete responses to all questions.

Project Title (This name will be used in publicity so be creative!) _____ \$ _____
Funds Requested

Number of Students to be served: _____ Grade Level(s): _____

Number of Schools to be served: _____

Type of Grant: _____ Individual (funded up to \$1000)
_____ Group (funded up to \$3000)
(ALL applicants must sign signature page.)

Subject(s) affected by this project::

_____ Arts _____ Math _____ Science _____ Speech
_____ Foreign Language _____ Social Studies _____ Library _____ PE/Health
_____ Special Education _____ Business _____ Reading/Language Arts
_____ Career/Technical _____ Counseling & Guidance
_____ Other: _____

Using ONLY the space below, please provide a summary of the program in 50 words or fewer. We will be using your summary for publicity about the grant recipients, so please try to explain the purpose, proposed impact and how our project meets our creativity and collaboration goals.

For example: "Teachers in the Schoolyard Habitat Project will work with a variety of community resources to create a natural schoolyard habitat, allowing students and staff to explore in a hands-on environment what they are learning inside the classroom." OR

"The Science Seminar allows science students to apply previous coursework to topics normally not covered in the classroom within the natural environment of Glacier and Yellowstone Parks, using state and community experts, special readings and the actual experience of being in the wild."

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**APPLICATION FORM
2011-12 Application**

Specifications

1. Submit the application online per the web site instructions or send as an attachment to grants@hefmt.org
2. The proposal should be double-spaced, use no smaller than 12-point font, and have margins no smaller than one (1) inch.
3. The narrative should follow the prescribed outline below and not exceed four (4) pages in length. Clarity and brevity are appreciated!
4. Please include the following in your application:
 - a. Cover Page with applicant and principal signatures – SENT SEPARATELY
 - b. Application and Summary page
 - c. Group Application Signature Page, if appropriate. – SENT SEPARATELY
 - d. Application Narrative: Please use the outline below with corresponding section numbers. It makes reading the applications much easier.
 - e. Estimated Budget Summary Sheet
5. Only grant applications using the Great Ideas application forms and budget summary will be accepted.
6. Please do not use your name or the name of your school in the narrative.
7. Do not submit any materials not requested or use binders or covers.

Narrative Outline

Introduction: Summarize grant goals and use of funds.

Section 1: Justification (20 points)

- A. Project Need (10 points):
 - ✓ Describe the significant academic need and the target population.
 - ✓ Why is the need special or unique?
- B. Purpose of Project (10 points):
 - ✓ What is the purpose and anticipated impact of your proposed project, and how will it improve student achievement?
 - ✓ How do the goals link with the curriculum and to the goals and objectives of your school?

Section 2: Relevance to Great Ideas Grants Program Goals (40 points)

- A. Creativity and innovation (15 points)
 - ✓ How is this project different from the usual classroom approach?
 - ✓ Identify the new elements of creativity you will be using.
- B. Extension of student learning (10 points)
 - ✓ How will this project extend student learning beyond the classroom?

C. Collaboration (10 points)

- ✓ What other collaborative partners are involved and what are their roles?
- ✓ Why did you select these partners; what do they add to the project?

D. Availability of other funding (5 points)

- ✓ What other possible sources of funding have you investigated, including regular school funding?
- ✓ Why is funding from the District or your school not available for this project?

Section 3: Project Description (25 points)

A. Design (20 points):

- ✓ Describe the activities that will ensure that your project is successfully accomplished.
- ✓ Include a calendar of major activities, a description of each major activity and timelines for accomplishing it.
- ✓ How will the project be integrated into the curriculum?
- ✓ How will you use the materials and supplies you included in your budget?
- ✓ Describe briefly the types of personnel (NOT names), organizations or staff members who will be working directly with the project. When applying for a team grant, include the strengths of each educator as well as why the team chose to work together.

B. Budget (5 points):

- ✓ List itemized project budget, projected schedule of expenditures, sources of supplies and cost, including taxes and shipping.
- ✓ If applicable, list any in-kind donation or contribution to the project. Please try to assign a monetary value to in-kind contributions.
- ✓ Include a total budget request.

Section 4: Evaluation, Dissemination and Future Plans (15 points)

A. Evaluation (5 points)

- ✓ Indicate how the success of the project will be measured, including strategies and tools you will use.
- ✓ How will you assess student progress?
- ✓ How will you determine the benchmarks for achieving each objective?

B. Dissemination (5 points)

- ✓ How will you share the information from your project with your colleagues or the community?
- ✓ How could this project be used in other classrooms, schools or district wide to improve student learning?
- ✓ What else would you need to assure that what you learn can be used by others?

C. Future Plans (5 points)

- ✓ What are your future plans for expansion, continuation or replication of this project, if any?

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**BUDGET FORM
2011-12 Application**

	Budget Item	Vendor	Unit Cost	Shipping	Qty	Total Cost
1.						
2.						
3.						
4.						
5.						
6.						
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9.						
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