



# HELENA EDUCATION FOUNDATION

## Helena Education Foundation Great Ideas Grants

### Important information about your grant:



Your grant begins immediately and funds must be used within the next 12 months.



Before making purchases, please review your approved budget (2 copies enclosed), which **may reflect changes by the grant committee**. **Return the signed copy to Helena Education Foundation via inter-school mail & keep one for yourself. Send a copy of your award letter to Tammy Harbour: [tharbour@helenaschools.org](mailto:tharbour@helenaschools.org)**

### To purchase through Helena School District:

- Obtain a **purchase order number** from your school's office staff and order items as approved on your grant budget
- Scan (or photograph) all invoices, receipts and purchasing requests and email them to Tammy Harbour ([tharbour@helenaschools.org](mailto:tharbour@helenaschools.org))
- Tammy will complete the reimbursement form and submit to HEF for approval along with corresponding documentation.

### To use your own funds to make a purchase:

- Submit original receipt to your school office & a scan/email copy of receipt to Tammy Harbour.
- Tammy will complete the HEF Reimbursement Form and submit to HEF (Lisa Cordingley) along with documentation (receipts) for approval.
- Tammy will notify school's office when the expenditure is approved and a Direct Pay will be submitted to the Business Office for reimbursement.



Technology requests must go through Gary Myers who will arrange purchases to obtain the best possible prices and shipping costs through HSD.



At or before the end of the 12-month cycle, please complete the [Grant Evaluation Form](http://www.hefmt.org/great-ideas-grants/) online at: [www.hefmt.org/great-ideas-grants/](http://www.hefmt.org/great-ideas-grants/) (bottom of page) so we can share your successes with our board. Photos and video clips are welcome.



We ask that all materials and equipment—including flyers, printed material to students, parents and the public etc.—related to this project include recognition of the Helena Education Foundation and the HEF logo. We are happy to assist in developing recognition materials and to provide you with the HEF logo.