**Helena Education Foundation**

# Great Ideas Grants

### Application COVER Page

**Please complete responses to all questions.**

Applicant (Key contact) Name School Subject/Grade

Email Cell Phone Work Phone

Project Title

**I UNDERSTAND and AGREE TO THE FOLLOWING:**

* This project does not displace, replace or supplant programs funded through the District.
* Funds must be used within one year from date of award unless prior approval is obtained from HEF.
* HEF will not reimburse any costs of the project above the grant award nor pay for those costs/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.
* HEF has the right to use this project, if funded, for public information purposes or to help other educators.

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#### Principal Date

Projects which require any facilities adjustment (wiring, irrigation, leveling) require the additional signature of the District Director of Support Services.

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**Support Services**   **Date**

## APPLICATION DEADLINES:

**Tuesday, October 4, 2022 for Fall Grants and**

**Tuesday, January 31, 2023 for Spring Grants**

* Submit one completed application to becca@hefmt.org by the above dates.
* Please send this signed sheet (Cover Page) with the Signature page (below) to Helena Education Foundation/P.O. Box 792/ Helena, MT 59624, through interschool mail to HEF, scan or take a photo and email it to becca@hefmt.org.
* Please email your grant summary, narrative and budget in **MSWord** format.

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### Application SIGNATURE Page

### For *Group* Applications only You do not need to complete this form for projects involving one educator

### Please submit this completed signature page separately to becca@hefmt.org

##### Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please include signatures of all applicants who will be responsible for planning and implementation of this grant. Add additional lines if needed.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name/School Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name/School Signature

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Print Name/School Signature

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Print Name/School Signature

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Print Name/School Signature

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Print Name/School Signature

Helena Education Foundation

# Great Ideas Grants

### Application SUMMARY Page

**Please complete responses to all questions.**

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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 $1,250)

\_\_\_\_\_\_\_\_ Group (funded up to $5000)   
 *(if group, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUMMARY for Selection Committee and Public Use: Please provide a summary of the program in 50 words or fewer briefly explaining the grant project including major items to be purchased and how those items will be used as well as the how the project will improve student learning.

*For example: “This grant will fund the purchase of products and materials to improve the organization of and accessibility to the library through new easels, plastic frames wooden racks and shelf labels encouraging students to continue to visit the library and make materials easier to find.”*

*For example: “Math Learning Stations will offer flash cards, a math board game and small white boards for practicing weekly skills, enabling student to work at different levels and in small groups providing level specific instruction.”*

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# Application NARRATIVE and BUDGET FORM

**Specifications: Please read carefully**

1. The narrative should be double-spaced, 12-point font, with margins no smaller than 3/4 inch.
2. The narrative should not exceed four pages in length and follow the prescribed outline below with corresponding section numbers.
3. **Do not use your name, the name of your school**, the name of your school mascot or the names of your school collaborators in the narrative.
4. Only *Great Ideas Grants* applications and budget summary will be accepted; please do not submit additional materials.
5. Please email your application summary page, 4-page narrative and budget pages as an attachment in MSWord Format to [becca@hefmt.org](mailto:becca@hefmt.org). **Note: Your application formatting may change in MSWord, but it will be corrected before it is presented to the selection committee. Please do not send your application as a .pdf.**
6. Please send signed cover page with the group signature page (if applicable) separately to Helena Education Foundation through interschool mail to HEF, or scan and email it to [becca@hefmt.org](mailto:becca@hefmt.org), or text a photograph to Becca at (406) 465-6966

**Narrative Outline**

**Introduction:** Summarize grant project, goals and how you will use the funds.

Section 1: Justification *(30 points)*

1. Project Need:

* Describe the significant need and the target population.

B. Purpose of Project:

* 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: Project Description *(35 points)***

A. Design:

* Describe project activities and how you will use the materials/supplies included in your budget to implement your project and address your stated need
* Include a calendar of major activities, a description of each major activity and timelines for accomplishing it.
* Describe how the project will be integrated into curriculum
* Describe briefly the types of personnel (NOT names), organizations or staff members who will work 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.

1. Budget: List itemized project budget, 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

1. Availability of other funding

* What other possible sources of funding have you investigated, including regular school funding? If none, please so indicate.

**Section 3: Relevance to Great Ideas Grants Program Goals *(30 points)***

1. Creativity and innovation

* How is this project different from the usual classroom approach?

1. Extension of student learning

**Section 4: Evaluation, Dissemination and Future Plans *(5 points)***

1. Evaluation

* Indicate how the success of the project will be measured, including strategies and tools you will use to assess student progress.

1. Dissemination

* How will you share the information from your project with your colleagues, other schools, or district-wide or the community?

1. Future Plans

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

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**Application BUDGET FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Item** | **Vendor** | **Unit Cost** | **Shipping** | **Qty** | **Total Cost** |
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