**Great Ideas Grant Application Guide**

You may find it useful to use this document to help with planning/drafting your grant, but please submit the final version through our online submission form: https://hefmt.org/grants/great-ideas-grants/application/

Applicant Name (Key Contact) \* First Last

School \* Subject/Grade \*

Email \* Cell Phone

Work Phone

**Project Information**

Project Title \* Funds Requested $\_\_\_\_\_\_\_\_\_

Number of Students to be served \* Number of Schools to be served \*

Grade Levels to be served

**Type of Grant**

Individual (Funded up to $1,250) \_\_\_

Group (Funded up to $5,000) \_\_\_\_

**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.”*

Project Summary \*

50 Word Limit

**Project Narrative**

**Specifications: Please read carefully**

1. The narrative should follow the prescribed outline below with corresponding section numbers.
2. **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.
3. Only *Great Ideas Grants* applications and budget summary will be accepted; please do not submit additional materials.

**Narrative Outline**

* **1 - Introduction**
  + 1.1 - Summarize grant project, goals and how you will use the funds.
* **2 - Justification** *(30 points)*
  + **2.1 - Project Need**
    - 2.1.1 - Describe the significant need and the target population.
  + **2.2 - Purpose of Project**
    - 2.2.1 - What is the purpose and anticipated impact of your proposed project, and how will it improve student achievement?
    - 2.2.2 - How do the goals link with the curriculum and to the goals and objectives of your school?
* **3 - Project Description** *(35 points)*
  + **3.1 - Design**
    - 3.1.1 - Describe project activities and how you will use the materials/supplies included in your budget to implement your project and address your stated need
    - 3.1.2 - Include a calendar of major activities, a description of each major activity and timelines for accomplishing it.
    - 3.1.3 - Describe how the project will be integrated into curriculum
    - 3.1.4 - 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.
  + **3.2 - Budget**
    - 3.2.1 - List itemized project budget, sources of supplies and cost, including taxes and shipping.
    - 3.2.2 - 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
  + **3.3 - Availability of other funding**
    - 3.3.1 - What other possible sources of funding have you investigated, including regular school funding? If none, please so indicate.
* **4 - Relevance to Great Ideas Grants Program Goals *(30 points)***
  + **4.1 - Creativity and innovation**
    - 4.1.1 - How is this project different from the usual classroom approach?
  + **4.2 - Extension of student learning**
* **5 - Evaluation, Dissemination and Future Plans *(5 points)***
  + **5.1 - Evaluation**
    - 5.1.1 - Indicate how the success of the project will be measured, including strategies and tools you will use to assess student progress.
  + **5.2 - Dissemination**
    - 5.2.1 - How will you share the information from your project with your colleagues, other schools, or district-wide or the community?
  + **5.3 - Future Plans**
    - 5.3.1 - What are your future plans for continuation, replication or expansion of this project, if any?

Narrative

1700 max words

**Project Budget**

Budget Item Vendor Unit Cost Quantity Shipping Cost Total Cost

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| --- | --- | --- | --- | --- | --- |
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Total Budget

$\_\_\_\_\_\_\_\_\_

**Great Ideas Grant Application**

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Great Ideas Grant - Winter 2025

Download, sign, and scan or take a photo of the Signature Form and upload below.

[Signature Form Download](https://hefmt.org/wp-content/uploads/2024/01/Great-Ideas-Grant-Signature-Page-1.pdf)

Signature Form Upload \*

For groups of 2 or more: Download, sign, and scan or take a photo of the Group Signature Form and upload below.

[Group Signature Form Download](https://hefmt.org/wp-content/uploads/2024/01/Great-Ideas-Grant-Group-Signature-Page.pdf)

Bottom of Form