



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 Angie Tabb: [atabb@helenaschools.org](mailto:atabb@helenaschools.org)**

**To purchase through Helena School District:**

- **On-line purchases:** Submit your request for **items approved on your grant budget** to the school's office staff for purchasing; include vendor, website, items and cost. Office staff will work with Angie to determine coding for requisition entry and ordering. Option not available from May 15 to July 1
- **Local purchases:** If vendor accepts school district purchase orders or will bill the district, follow steps for On-line purchases above. Option not available from June 1 to July 1

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

- Submit original receipt(s) to your school office & a scan/email copy of receipt(s) to Angie Tabb ([atabb@helenaschools.org](mailto:atabb@helenaschools.org)) referencing HEF Grant and the grant name. Do not use personal Amazon account and if items are ordered on-line, they must be shipped directly to the school. Exception: Purchases placed during the summer months when the schools are closed can be shipped to the home address.
- Angie will notify school's office staff when the expenditure is approved and a Direct Pay will be submitted to the Business Office for reimbursement.

**Both purchase methods:** The business office will complete the HEF Reimbursement Form and submit to HEF (Lisa Cordingley) along with documentation (receipts) for approval and payment.



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](#) online at: [www.hefmont.org/great-ideas-grants/](http://www.hefmont.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.