



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. Any alterations to this budget, due to price changes or substitutions, must first be authorized by Becca at HEF!**

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 reimbursement documentation as required by your school office including a copy of the HEF grant letter and approved budget. 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.

Both purchase methods: The business office will complete the HEF Reimbursement Form and submit to HEF (Becca Leahpart) 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.hefmt.org/great-ideas-grants/ (*bottom of page*) so we can share your successes with our board and our supporters. 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 our logo. We're happy to assist in developing recognition materials and to provide you with HEF's logo.