

**Hickman Mills C-1 School District
Educational Foundation**

Classroom Grant Application

Date: _____

Project or Reason for Grant

Money: _____

Applicant(s) Name: _____

Does Applicant Donate to Dollar for a Scholar: Yes ___ No ___

School Name: _____ **School Phone** _____

Your proposal must be no longer than five printed pages and have the following format:

A. Overview: In one hundred words or less, summarize your project.

B. Criteria: Provide narrative for items 1-13 in sequence.

C. Budget: Present a complete breakdown of the total funding requested and resources used for pricing/costs. *(Include shipping and handling costs)*

1. **Income:** Indicate if funds are being allocated for this project from other sources, such as PTA, Booster Club, or other public/private grants.

2. Indicate if the project could proceed with partial funding.

3. Grant applications should identify additional sources of funding and be willing to accept partial funding from the Foundation

Support: Submit at least one letter from an administrator supporting this project. If technology related, the grant must be reviewed by the IT Department. Send IT approval with the grant application. (All technology purchases must be ordered through the IT Department.)

The Hickman Mills Educational Foundation requires a Hickman Mills Foundation Recipient's Grant Evaluation Form on all funded projects by May of the school year the grant is implemented. This report should evaluate the effectiveness of the project in meeting its goals and detail how the funding was spent.

(Grant Evaluation Form attached)

If your grant receives funding from the Foundation, please report any and all changes or revisions in the project (particularly in the budget) to the Foundation. All changes must be approved by the Foundation before being made. All materials purchased with Foundation grant funds become the property of the Hickman Mills C-1 School District.

Hickman Mills C-1 School District Educational Foundation

Any funds remaining at the conclusion of your project, will stay in the Foundation's account. Failure to follow any of the specified guidelines will disqualify the recipient for future grant consideration.

Questions? Please call director at 816-761.6667.

I agree to honor the Foundation grant requirements.

Applicant's

Signature_____Date_____

Administrator's Signature_____

Deadline: First Weekend of October each year
(Please include 5 copies of your grant proposal)

Send proposal to:

Hickman Mills Educational Foundation
Attn: Executive Director
Administration Center
5401 East 103rd Street
Kansas City, MO 64137



POLICIES AND PROCEDURES CONCERNING FOUNDATION GRANTS

1. The Executive Director of the Foundation will distribute grant applications by the first week of September of each year.
2. The Foundation Board of Directors will require grant applications to be submitted to the Foundation Office or be postmarked by second Friday in October unless otherwise announced.
3. The Foundation Board of Directors will establish a team of no less than three Foundation Board members to read and review grants and distribute an already determined amount of funds to the successful applicants.
4. The Foundation Board of Directors will determine each year the amount to be awarded in grants, dependent upon revenue and IRS regulations.
5. The Foundation Board of Directors will award grants to the recipients at their respective buildings.
6. The Grant Recipients will receive a written list of instructions on the proper procedure for submitting all Foundation grant requisitions for their grant items.
7. The Grant Recipients will submit all Foundation grant requisitions regarding their grant to the Foundation Office
8. All Foundation grant requisitions must be submitted to the Foundation Office by the first weekend in October (unless previously approved by the Executive Director) of the school year following the issuance of the grant.
9. Evaluation follow-up.

HICKMAN MILLS EDUCATIONAL FOUNDATION GRANT RECIPIENTS' GUIDELINES

- An account will be set up by the Executive Director each grant awarded.
- Grant recipients must complete a designated purchase grant requisition (three are included in this packet-more may be requested from the Executive Director) and send or take to Hickman Mills Educational Foundation Mail Box, located at the Administration Center, with receipts/invoices attached.
- Money will be disbursed to grant recipients only with completed grant requisition forms and proofs of purchase (order confirmation/receipts/invoices). Checks will be made out to grant recipient for the exact amount or to the vendor for exact amount of purchase. **All orders must be completed by the Grant Recipient.** Hickman Mills Educational Foundation payments will be made by the Foundation Executive Director and Treasurer.
- The Grant Requisition steps are:
 1. Call 816.761.6667 for a Purchase Order number;
 2. Place the order (if not a Technology item);
 3. Complete the Grant Requisition Form in its entirety;
 4. Attach the receipt, invoice or order confirmation and return to Hickman Mills Educational Foundation Mail Box at the Administration Center;
 5. If Grant is an audiovisual or computer, send completed requisition including Purchase Order number to the Technology Department at Baptiste x7208;
 6. Technology will complete order, acquire invoice and return completed Requisition Form to the Hickman Mills Educational Foundation Mail Box at the Administration Center; and
 7. Checks will be made out to the grant recipient for exact amount or to the vendor for exact amount of purchase.
- The purchase order and reimbursement receipts should be a minimum of \$100, except for possibly the final payment, at each single request for disbursement.
- Checks will be disbursed within five (5) school days.
- Grant money must be spent by May 15th of each year.
- Grant Evaluation Form must be submitted to Foundation Executive Director, by May 25th of each year.

www.hickmanmills.org

Go to Quick Links Educational Foundation

Hickman Mills Educational Foundation Grant Criteria

Title of Project _____ Date _____
Applicant's Name _____ School _____
Project Members and Job Titles _____

If this is a Technology Grant, has the IT Department approved?
_____ Yes _____ No

Amount Requested _____

All grant recipients must participate in the Dollar For A Scholar program and meet the following criteria:

1. All applicants must provide narrative for each itemized criteria in sequence.
2. Provide the compatible with MAP and Show Me Standards.
3. Clearly define goals and expected outcomes.
4. Identify current research, if applicable.
5. Identify innovative or new aspects of education.
6. Show in what way enhances student learning and/or improve teaching practices.
7. How many students and/or teachers will this grant impact?
8. Fully describe activities and timetable for implementation.
9. Identify how this grant can be easily replicated in other classrooms or schools.
10. Provide detailed budget page. (see item C on Application)
11. Justify all purchases of equipment and materials.
12. Identify a plan to evaluate the project.
13. Submit recipient grant evaluation report by May 25th of the school year the grant is implemented.
14. Must have a letter of support from your administrator.

