



# Classroom Grant Application

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

Title of Project: \_\_\_\_\_ Date: \_\_\_\_\_

Project or Reason for Grant Money: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

School Name: \_\_\_\_\_ School Phone \_\_\_\_\_

Circle YES or NO:

- |  |     |    |
|--|-----|----|
| Are you a Dollar for a Scholar payroll deductee?<br>(Must be a deductee for entire current school year.) | YES | NO |
| Did you receive a grant last year?   | YES | NO |
| If you received a grant last year,<br>did you turn in an evaluation report?                              | YES | NO |

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:** Answer all questions from criteria requirements.
- 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 over \$3,000 should identify additional sources of funding and be willing to accept partial funding from the Foundation.
- D. **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.)

### Criteria Requirements

1. Must be compatible with MAP and Show Me Standards.
2. Must clearly define goals and expected outcomes.
3. Identify current research, if applicable.
4. Identify innovative or new aspects of education.
5. Must enhance student learning and/or improve teaching practices.
6. How many students and/or teachers will this grant impact?
7. Fully describe activities and timetable for implementation.

8. Identify how this grant can be easily replicated in other classrooms or schools.
9. Budget page must be reasonable and thorough. (see item C on application)
10. Justify all purchases of equipment and materials.
11. Identify a plan to evaluate the project.
12. Must submit recipient grant evaluation report by May of the school year the grant is implemented.
13. Must have a letter of support from your administrator.
14. **FAILURE TO FOLLOW ANY OF THE SPECIFIED GUIDELINES WILL DISQUALIFY THE RECIPIENT FOR FUTURE GRANT CONSIDERATION.**

## **HICKMAN MILLS EDUCATIONAL FOUNDATION GRANT RECIPIENTS' GUIDELINES UPON AWARDMENT**

- An account will be set up by the HMEF Board of Directors for each grant awarded.
- Grant recipients must fill out a grant requisition and send to the Public Information Office, located at the Administration Center, with receipts/invoices attached.
- Report all changes of the grant to the Foundation Board for approval.
- 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 exact amount or checks will be made out to the vendor for exact amount of purchase. **All orders must be completed by the Grant Recipient.** Payments will be made from the HMEF Office.
- 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 the Administration Center, **Attention: HMEF Executive Director.**
  5. If Grant is an audiovisual or computer, send completed requisition including PO# to the Technology Department at Baptiste x7208.
  6. Technology will complete order, acquire invoice and return completed Requisition form to the Administration Center, **Attention: HMEF Executive Director.**
  7. Checks will be made out to the grant recipient for exact amount or checks will be made out to vendor for exact amount of purchase.
- Checks will be disbursed **within five school days.**
- Grant money must be spent by **May 15<sup>th</sup>** of each year.
- Grant Evaluation Form must be submitted to the Administration Center, **Attention: HMEF Executive Director**, by **May 25<sup>th</sup>** of each year.
- All materials of the grant become the property of the Hickman Mills C-1 School District

Any funds remaining at the conclusion of the grant project, will stay in the Foundation's account.

Questions? Please call the Executive Director at 816-761-6667.

[www.hickmanmills.org](http://www.hickmanmills.org)

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I agree to honor the Foundation grant requirements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**Deadline: First Friday of March each year**  
*(Please include 5 copies of your grant proposal)*

Send proposal to:

**Hickman Mills Educational Foundation, Inc.**  
**Attn: Executive Director**  
**Administration Center**  
**5401 E. 103rd St.**  
**Kansas City, MO 64137**

For Board of Directors Officers and Members go to [www.hickmanmills.org](http://www.hickmanmills.org) Quick Links Educational Foundation

#### **POLICIES and PROCEDURES CONCERNING FOUNDATION GRANTS**

1. The Executive Director of the Foundation will distribute grant applications by the **first week of February** each year.
2. The Foundation Board of Directors will require grant applications submitted to the Foundation Office or be postmarked by the **first Friday of March** each year.
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 recipients at their respective buildings.
6. The Grant Recipients will follow the instructions on the proper procedure for submitting all Foundation grant requisitions for their grant items per the website.
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 May 15**, of the school year following the issuance of the grant.



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