|  |  |
| --- | --- |
| HVEF Grant Application |  |

**Part I: Applicant Information**

**Name of Applicant(s):**

**Applicant’s Institution(s):**

**Project Title:**

**Lead Applicant E-mail Address:**

**Lead Applicant Work Phone:**

**Lead Applicant Mobile Phone:**

**Supervisor Name & Title:**

**HVRSD School(s) Where Project Will Be Implemented:**

**Part Ii: Project Narrative**

**This section should describe in detail:**

* **Proposed project activities and anticipated impact on the school(s), students and/or faculty/staff ;**
* **How the proposed program or initiative supports HVEF and HVRSD priorities;**
* **The population(s) that will benefit from the grant;**
* **How the project addresses an identified need in the served population(s) through documentation and research;**
* **How engaging, innovative, creative and/or new pathways to learning will be advanced through the proposed project;**
* **Project duration;**
* **The level of support and buy-in of teachers throughout the school and/or district, as appropriate;**
* **The nature and extent of collaboration across subjects and/or schools, if appropriate.**

— Insert Project Narrative Here —

**Part Iii: Project Assessment**

**Explain how the project impact will be monitored and assessed. Please provide detailed information regarding:**

* **How you will know if the project is effective in meeting its objectives**
* **What changes you hope to see in teaching, learning, or other factors over the course of the project, to potentially include, but not be limited to:** 
  + **Anticipated number of students who benefit from the project**
  + **Shifts in student/classroom/school outcomes**
  + **Changes in the school climate or environment, etc.**
* **Project data collection procedures and data analysis and reporting**

— Insert Project Assessment Plan Here —

**Part Iv: Project Sustainability**

**If the funded project is successful, please describe prospective plans for the effort to be sustained, if appropriate. If a pilot program is being proposed, how might it continue and spread beyond the HVEF funding period? What champions within the district and/or external sources of support exist for this program to be sustained?**

— Insert Project Sustainability Plan Here —Testing again

**Part V: Project Timeline**

**Please provide a detailed timeline specific to activities to be carried out through the proposed project. If the project is part of a broader effort, describe how the efforts are related and how those respective timelines are connected. Include, as appropriate, project start and end dates, dates of assessment efforts, and dates when reports will be submitted to HVEF and relevant supervisors.**

— Insert Project Timeline Here —

**Part Vi: Budget And Budget Comments**

**Please attach a comprehensive, itemized, detailed budget for this project. Provide manufacturer or supplier quotes, if applicable. If your HVEF proposal represents one part of total fundraising efforts for this initiative, please describe other existing or potential funding sources and amounts.**

**Please include comments that provide any additional details regarding your HVEF budget request that may be helpful to share.**

— Insert Project Budget and Comments Here —

**Part Vii: Agreement And Signature**

**Please sign and date this proposal below. Your signature indicates your agreement to (a) submit a final report to HVEF and HVRSD, and (b) if your project is funded, acknowledge HVEF support in all related public materials and communications. Electronic signatures are accepted**.

**Applicant’s Name:**

**Signature:**

**Date:**

**Supervisor Signature**

**Please obtain your principal’s or area supervisor’s signature (or program director’s signature for non-school-based proposals) to indicate support for and assurance of required resources. If this proposal involves the purchase or installation of technology, please obtain the signature of the Supervisor of Educational Technology. Electronic signatures are accepted.**

**Supervisor Signature:**