Hopewell Valley Education Foundation

Grant Application Guidelines

The Hopewell Valley Education Foundation (HVEF) welcomes creative and innovative proposals that strengthen the teaching, learning, and enrichment that happens in the public schools across the Hopewell Valley Regional School District (HVRSD). We are proud of the excellence of HVRSD schools, and look to support projects that enable teachers and administrators to explore new ways to help our schools provide an exceptional and supportive education for all students.

The grant application form can be accessed at https://www.hvef.org/grant-information/application.html.

To apply:
The applicant must complete the Grant Application form and submit the grant proposal to info@hvef.org by the grant deadline. The applicant, appropriate administrator (building principal or departmental supervisor) and - if the proposal involves the purchase or installation of technology - the Supervisor of Educational Technology must review and sign the form prior to submission. Typed e-signatures are acceptable on electronically submitted forms.

Funding Priorities

- **Well-conceptualized ideas that advance overarching HVRSD priorities, including but not limited to**:
    - **Inquiry-based, student-driven learning, teaching and exploration**
    - **Social-emotional learning and fostering resilience and emotional well-being among students**
    - **Promoting diversity, cultural competency, equity and inclusion across HVRSD schools**
    - **Environmental sustainability initiatives**
    - **Creative, high-impact STEM efforts**

Recently funded examples include:

- Enabling all HVRSD schools to purchase culturally diverse book titles for classroom libraries, book rooms and literature circles to expand students' choice of reading content.
- Creating a relaxation and coping room within Central High School's newly renovated school health office.

- Purchasing purposefully designed "Harkness Tables" to foster engaged discussion and idea-sharing, and providing tailored teacher training, to drive student-led, inquiry-based exploration at Central High School
- Creating a rain garden and green roof at Toll Gate Grammar School, and supporting a rain barrel and composting project at Stony Brook Elementary School
- Installing a wireless weather station and wind turbine building and experiment kits at Timberlane Middle School, which will enable every sixth-grade science student to collect and analyze weather data and make predictions

- **Innovative pilot programs, typically funded for one year and, if demonstrated to be successful, will thereafter likely be supported by the school and/or district**

Recently funded examples include:

- Creating a pond landscape that is a central element of Bear Tavern Elementary School's Outdoor Learning Center
- Launching the "Project Lead-The-Way" pre-engineering curriculum at Timberlane Middle School

- **Equipment purchases that support stronger teaching and learning outcomes**

Recently funded projects include:

- Installing Glowforge 3D printers in each school's Learning and Design Lab to enable students to engage in engineering challenges and activities, and create prototypes of their designs
- Purchasing tower gardens to support vertical farming at Hopewell Elementary School

- **Speakers or programs that deliver unique educational experiences**

Recently funded projects include:

- Hosting renowned journalist and author Sonia Nazario at Central High School as part of the district's Global Day of Diversity, an annual event to strengthen cultural diversity and competency.
- Enabling orchestra students in grades 5 through 12 to work closely with members of the Heimat Quartet, a professional string quartet that encourages young musicians to develop their passion for strings
- Supporting the ongoing author-in-residence series across all HVRSD schools

<u>HVEF generally does not fund</u>:

- individual professional development opportunities
- field trips

- projects involving or benefiting very few students
- one-time events
- furniture purchases, except in limited instances where the association with improved classroom teaching and learning can be clearly demonstrated and the district is not in a position to support the furniture purchase itself

The strongest grant applications will meet the following criteria:

- The proposed program or initiative supports HVRSD priorities, including but not limited to inquiry-based learning, STEM education, social-emotional learning and mental health and wellbeing, etc.
- The proposed program provides the opportunity for the school/district to benefit the served population beyond one school year
- The proposed project has the potential to benefit a large number of students/teachers across the district, either through its initial implementation or through a smaller-scale pilot demonstration that could be spread more widely in the future
- The application identifies a need in the served population through documentation and research, and the application further ties program objectives to that need and how proposed efforts serve to address it
- The application documents and demonstrates how engaging, creative, or new pathways to learning will be facilitated by the proposed program
- The proposed budget is detailed in application and is realistic considering the audience size and stated objectives. The budget demonstrates effort at managing costs.
- Teachers throughout the school(s) and/or district actively support this project
- The application is professional, grammatically correct, follows format requirements, cites sources where appropriate, and includes pictures/ visual aids when warranted

Grant requirements:

By accepting a grant from the HVEF, the grant recipient agrees to certain conditions and responsibilities as outlined below:

1. Funds distributed by the HVEF must be used solely for the purpose(s) and activities described in the grant application. Substantive changes to the project or program, including dates, milestones, or cost, must be reported to your HVEF representative.
2. Payment of the grant is generally made directly to your school or central administration, in collaboration with the HVEF treasurer. Please contact info@hvef.org or grants@hvef.org to arrange for disbursal of funds. Any unused funds must be returned to the HVEF.
3. The Hopewell Valley Education Foundation's support of the project, program, purchase or other outcome(s) resulting from this grant must be recognized and acknowledged whenever reasonably possible, including communication with parents and the public, and recognition on websites, social media accounts, T-shirts, signage or other promotional materials associated with the project.

4. HVEF board members and/or donors who supported the project may wish to attend an event or program if it is reasonable and not disruptive to any of the participants (including the teacher or speaker). In these cases, the grant recipient is requested to inform the HVEF representative of the date and time of the program.
5. Key milestones or events that take place during the funded project are documented, and stories and photos of the project's impact are shared with the HVEF for broader dissemination via HVEF's print and digital communications vehicles.
6. A Final Report describing the outcomes of the project as outlined in the grant application must be submitted to the HVEF, preferably within one month of the project or program's completion, and before the end of the school year. The Final Report form can be downloaded from the HVEF website (hvef.org). Please submit digital images or video either via email or DVD, along with a document listing the names of the people in the photos or video if known, and a brief description of what it depicts.

Please contact info@hvef.org with any questions related to your application or grant.