

THE HIGHLAND FOUNDATION

for educational excellence

3880 Ridge Road
Medina, Ohio 44256
www.highlandfoundation.org
information@highlandfoundation.org

Grant Application Instructions

WHO MAY APPLY?

We invite grant applications from the professional staff and administrators of the Highland Schools. Projects may be initiated by other employees, parents, students, community members, or local organizations only if sponsored by a professional staff member or administrator, and with the condition that there is a collaboration with a professional staff member or an administrator.

APPLICATION PROCEDURE AND INSTRUCTIONS

Grant Cover Sheets and Grant Proposal Guidelines are available from each building principal and on our website, www.highlandschools.org. All requests must be typed and use the designated format including the cover sheet. Prior to application submission, applicants **must** obtain the signature of the building principal, and one or more of the following individuals, as appropriate: Director of Curriculum (Laurie Boedicker), Technology Coordinator (Roger Saffle), or Department Chair. **We are sorry, but applications without the proper signatures cannot be considered.**

PLEASE SUBMIT ONE COPY OF YOUR PROPOSAL to the Project Committee Chair of the Highland Foundation no later than 4 p.m. on the second Monday of October (fall grants) or March (spring grants). You may use district mail to send your materials to the central office or mail to:

Highland Foundation Project Chair
c/o Highland Local Schools
3880 Ridge Road
Medina, OH 44256

APPLICATION GRANT CYCLE AND REVIEW PROCESS

All requests are carefully evaluated by the Highland Foundation Project Review Committee which will make recommendations to the Board of Trustees of the Highland Foundation. This Board of Trustees will make all final grant award decisions. All applicants will be advised of the status of their applications. Funds will be available after the same meeting to those whose grant applications are approved. Grant funds must be used in the school year for which they are awarded.

TYPES OF GRANTS

Please use the same format and guidelines for all proposals.

CLASSROOM INNOVATION GRANTS --- designed to encourage creative and innovative teaching and learning initiatives consistent with the district's goals. AWARD AMOUNT: up to \$1,000.

FOUNDATION PROJECT GRANTS --- larger grants generally used to serve more students; often include an entire department or school. This grant category includes requests for Professionals-in-Residence. AWARD AMOUNT: \$1,000 and higher

ARTIST-IN-RESIDENCE --- purpose is to enrich the lives of students and residents through personal exposure to individuals who are “experts in their field.” **Visitors should possess a truly special talent or knowledge and be capable of sharing that with the selected age levels.** This grant category includes the musical, visual, performing, and literary arts. AWARD AMOUNT: varies with projects: up to \$10,000.

LONG TERM GRANTS – Long-term grants are generally used for projects that exceed the duration of one year and/or the amount of the grant is to be expended beyond the duration of one year. If your grant is a long-term grant, applicants must complete the Long-Term Grant portion of this application. When long-term grants are funded, please note that in order to receive future funding for this grant, the applications must be completed each year of the grant period.

Grant Application Guidelines

In order to be considered, an application must consist of a completed cover sheet (do NOT substitute a different format) and additional typed pages or pages which include the following items. If you are applying for a Long Term Grant, please complete those specific guidelines.

1. Budget details. Provide in detail all of the following that is pertinent to your project:
 - a. Materials (itemize and total)
 - b. Honorarium
 - c. Other expenses not listed above (itemize and total)
 - d. Grand total
 - e. List any supplemental sources of funding (e.g. PTO, district funds, private or student contributions)
2. Expected timeline for the expenditure of funds
3. Project description:
 - a. Provide a brief summary or descriptive paragraph of the project
 - b. Method and activities - be specific, and include:
 - i. What activities will you implement to accomplish your goals?
 - ii. How does your project support the achievement of your goals in core curriculum areas?
 - iii. How will your students, and/or other staff or community be involved?
 - c. Duration and plans to continue:
 - i. When will your project begin and end, and will it continue after this grant?
 - ii. How do you plan to share your project results with others?
4. Background of Project Director (person directly responsible for implementing grant and providing follow-up evaluation); you may wish to include:
 - a. A brief description of any experiences, training, or interests you may have which relate to the project
 - b. A list of any grants asked for and/or received from the Foundation in the past
 - c. How you anticipate that this project will contribute to your professional growth

Grant Payments

Payments and reimbursements can be made by the following means:

- You may use a District Purchase Order and we will reimburse the school district. Please be sure to indicate on the Purchase Order that this is a Foundation grant, so that they know to seek reimbursement from us.
- We will send a payment directly to the supplier upon receipt of an invoice or contract from them.
- In the case of verbal agreements, as with some artists and musicians, a letter or e-mail from you requesting the payment and indicating the service performed and the person's name will be accepted.
- In all cases, we must have receipts, invoices or some other record for our records.

Long Term Grant Guidelines

Budget details (1) – When completing this portion, budget details must be broken down by the length of the grant. Carefully consider what is to be budgeted for each year, and indicate that within the application.

Project Description (3) – Carefully lay out the project description through each year of the proposed grant.

Goals (Additional guideline) – Describe the student achievement goals that will be supported each year of the grant and how you will assess if the goals were met before continuing on to the next year of the grant. If the goals are not met, describe how you will determine if you will continue with this grant in its current form, or how you will plan changes.

Numbers of students impacted by this grant (Additional Guideline) – Describe students who will be impacted during each year of the grant. Carefully note if the grant will impact the same set of students each year, or if the student impact will expand to include other students and how that expansion will take place.

Sustaining grant through other sources – In the event that this grant is not entirely funded by the Highland Foundation, describe additional sources of revenue that will be sought in order to sustain this grant.

Grant Application Deadlines

Fall Term

Due Date: Second Monday of October

Awarded grants will be announced on or shortly after the first week in November (funds are immediately available once announced)

Spring Term

Due Date: Second Monday of March

Awarded grants announced on or shortly after the first in April (funds are immediately available once announced)

If you have any questions regarding the grant process, please contact:

Tony Yu, Committee Chair

Tony.Yu@HighlandFoundation.org