**Greetings Educators,**

This document was created as a planning tool. You will find all the application questions. However, applications will only be reviewed if submitted through the google form: <https://forms.gle/82s4Z1brCitf5mL57>

Further details and inspiration from last year’s recipients can be found at [www.tinyurl.com/HEF-IEGgrants](http://www.tinyurl.com/HEF-IEGgrants)

HEF is here to help. We are happy to answer questions via email or set up a time to have a phone/video chat. A panel of board members and community members will review proposals and make funding recommendations to the Board. HEF will announce our selections by the first week in November. Funds will need to be spent no later than the end of May 2024.

Applications due September 30, 2023.

Below you will find the questions listed in the application. HEF strives to balance getting enough information with not burdening the applicant. Answers do not need to be lengthy but providing a decent level of detail for our review committee is helpful.

Many applicants prefer to plan their application on a word document and transfer answers over to a google form.

Link to google form: <https://forms.gle/82s4Z1brCitf5mL57>

**Project Eligibility**

* Projects that request supplementary pay for teachers as the primary budget item will not be recommended for approval.
* Grants will not be awarded for conferences, field trips or musical productions at this time.
* Grant funds cannot be used for reimbursement for project components already resourced.
* Grants are processed through Central Office purchase orders (please no international orders, giftcards or other items that are difficult to process through HCPS POs)

Does your project meet the above eligibility requirements? YES/NO

**Named Grants**

HEF is excited this year to feature more Named Grants in honor of our generous supporters. Most do not require any additional eligibility requirements. HEF strives to connect our community to your classrooms.

Additionally, we have a few grants focusing on a specific area.

* We are pleased to announce a special opportunity in coordination with **Lantz & Gochenour Investment Group of Janney Montgomery Scott, LLC**. A $2500 grant will be awarded as the Janney Financial Literacy Grant for a project that focuses on **economics, investments and/or financial literacy**. It can be a creative connection to your project!
* HEF will also select our inaugural **Stephanie Van Nortwick Grant**. Established in memory of Smithland Elementary educator Stephanie Van Nortwick and funded through restricted donations, HEF seeks a project that focuses on **real world math or science**.

**Educator Information**

* Educator Name (Project Leader, please list only one)
* Educator Email (Project Leader, please list only one)
* 2nd Point of Contact for your project
* Project team (Please list other educators involved in the project)
* List any partners outside of HCPS.
* School(s) participating in project
* Is your principal aware of your proposed project? YES/NO

**Project Description**

* Title of project
* Project Abstract (One sentence of 25 words or less that describes your project. This description will be used publicly if your project is funded.)
* Project Description (Please include why this project is innovative.)
* How does this project reflect the HCPS Strategic Plan? <https://www.harrisonburg.k12.va.us/District/Department/98-Strategic-Plan-2020-2026>
* Who will benefit from the project and how? (please list numbers if possible)

**Budget and Timeline**

* How much are you requesting? (This year’s range $1,000-$5,000)
* List the budget items with an estimated cost for each.
* Share a general timeline for your project. List any significant dates.
* Would you be interested in partial funding? Y/N
* If you are willing to accept partial funding, please share what portion(s) would be logical.

**Working with HEF**

* Besides funds, are there other ways HEF could assist you with this project?
* HEF supports your efforts in the classroom and will require you to share you and your student learnings. If your project is funded, you will be required to participate in the following elements to demonstrate your project to others.

1) Attendance to a virtual launch meeting regarding the process and procedures hosted by HEF.

2) Interview by HEF representative including project photos/video for showcase page on HEF website. See previous project showcases: [www.tinyurl.com/HEF-IEGgrants](http://www.tinyurl.com/HEF-IEGgrants)

3) Most of our grants are in honor of a specific donor. Grantees will work with HEF to thank and engage donors as appropriate.

Do you agree to the requirements for this grant funded project? YES/NO

* Anything else you would like to share?

Thank you for all the work you do to support Harrisonburg city students.

We look forward to reviewing your ideas!