



October 2, 2020

Dear HSE Faculty and Staff,

The Hamilton Southeastern Education Foundation's (HSEF) mission is to enhance educational opportunities, inspire excellence and engage the community to foster a legacy of achievement. The primary way we hope to achieve that mission is by investing in innovative projects led by our world-class faculty and staff. You can think of us as the local "shark tank," but for teachers and staff only!

Faculty and staff should follow HSEF on Facebook, Twitter, Instagram and LinkedIn (@hsefoundation) for new funding opportunities as well as deadline reminders. HSEF is planning for the following grant opportunities but could potentially have to make alternate plans due to the uncertainty of 2020:

- HSEF Fall HSE Staff Grant Fund- Application deadline is Thursday, November 5, 2020.
- HSEF Spring Student Led Fund – Application deadline is tentatively mid-January 2021.
- Restricted Funds – Typically by invitation.

All grant applications are accepted online at <https://www.hsefoundation.org/teachers/staff-and-student-grants/>. Applicants are strongly encouraged to review guidelines below and/or connect with Foundation representatives to ensure your desired project is eligible for funding.

HSEF can also help in other philanthropic areas. For example, HSEF maintains a list of community-based funders on our website. We can often assist in the identification and submission of proposals to external funders as well as the provision of grant writing training. Finally, HSEF can help you establish a scholarship, provide service hours to students, assist with relationship building with the business community, provide financial and accounting oversight to school-based programs/organizations, or aid with lesson planning around community service and philanthropy. You may reach us at kristenwolf@hse.k12.in.us or 317-570-3386.

Thank you all you do on behalf of our students and our community.

Sincerely,

A handwritten signature in black ink that reads "Justin Hirnisey".

Justin Hirnisey
Executive Director
jhirnisey@hse.k12.in.us

A handwritten signature in black ink that reads "Kristen Wolf".

Kristen Wolf
Director of Programs and Communications
kristenwolf@hse.k12.in.us

A handwritten signature in black ink that reads "Michael Zahm".

Michael Zahm
Grants Committee Chair



Overview

Since its inception in 2001, the Hamilton Southeastern Education Foundation (HSEF) has served the Hamilton Southeastern Schools community by supplementing state and local funding to support innovative programs that enhance educational growth.

The HSEF Grants Committee (Committee) reviews each grant application it receives. The Grant Committee is comprised of teachers representing a broad section of grade levels and disciplines as well as administrators and community leaders. The Committee may request additional information from the applicant or school administrators. Applications chosen for funding by the Committee are then recommended to the Foundation's board of directors for approval.

The Committee uses a combination of objective and subjective criteria when evaluating grant applications. In some instances, HSEF is not able to fund all requests due to budgetary constraints. This does not mean that a rejected application is unworthy of support, inappropriate or unsatisfactory.

Projects funded by HSEF have varied from a few hundred to \$75,000, though an average classroom grant is around \$2,000.

Grant Guidelines

1. ELIGIBILITY, PREFERENCES, RESTRICTIONS AND CONDITIONS

Funding is only available to projects impacting HSE schools, staff and students and must be submitted and led by an HSE employee. There is no limit on the number of proposals or awards a faculty/staff member may submit or receive. Similarly, there is no limit on the number of awards an individual school or department may receive. However, past grant recipients must complete and submit their final grant report from their original awarded project by the listed due date in order to be eligible to apply for a new grant.

HSEF is seeking the best new ideas in education in any number of disciplines including, but not limited to, STEM, literacy, social justice, mental health, fitness, civics education, special education, and physical space. HSEF funding supports all 22 local schools, central office, and departments such as school nursing, school counseling, food services, and transportation.

In general, high value criteria include **innovation, creativity, educational value, student impact, and the ability to leverage community support and funding.**



Though each proposal will be evaluated, HSEF generally does NOT provide funding for the following:

- Highly consumable supplies including: apparel and food and party supplies
- Incentives or monetary prizes
- Basic classroom or student needs including curriculum books without an innovative program
- Courses taken by staff for credit toward a degree or advanced salary schedule
- Compensation and benefits for employees or students
- Travel Expenses
- Student Club Expenses

NOTE: The committee will not fund new awards to individuals who have not completed the appropriate reporting or other requirements of previous awards.

2. APPLICATION

Applications are accepted online via www.hsefoundation.org. Applicants will likely be required to submit the following information. Note: the online system does not generate a copy of the proposal. If applicants want to retain a copy, they are encouraged to write their proposal in Word and then copy and paste the information into the appropriate fields. Applicants should notify his/her Principal/Supervisor of the project and intended proposal and secure support.

- ▶ Project Director: An application may be prepared by any Hamilton Southeastern Schools' employee or group of employees. While multiple staff members can participate, there can only be one project director. The project director will be responsible for all communication with the foundation as well as the management, reporting and implementation of the project.
- ▶ Abstract: Brief, succinct overview of the project, including the estimated number of students directly impacted. If awarded, this will serve as your project description online, in press releases, and in recognition spots (i.e. to the HSE School Board).
- ▶ Project Need: Describe the need for the proposed project. Include any information about the purpose of the project along with key goals and/or rationale that the project will enhance the learning environment, promote academic excellence or enhance the student experience.
- ▶ Innovation: Describe how this project is innovative. *This section is heavily weighted.* Consider how is this project different from current practices? How does the project help serve students in a new way? Can this project serve as a pilot to other educators, schools, etc?



- ▶ **Project Activities:** Include a timeline of your action steps. This section should include not only critical steps toward success, but target dates and responsible parties. Please include how and when you will announce the award and project to your school community, the district, and the public.
- ▶ **Evaluation:** How will you evaluate the success of this program? Consider both qualitative and quantitative methods.
- ▶ **Budget:** Applicants need to include a total cost of the project as well as a total amount requested from HSEF. The budget should include an itemized list of project expenses. This list should be inclusive of direct project expenditures as well as indirect expenses. Applicants should also identify any funding that is or could be available from other sources.
- ▶ **Technology and Facility Approval:** We recognize that many applications will incorporate technology and/or facilities into existing curricula. For proposals that utilize these resources, approval from Jeff Harrison and/or Harry Delks must be secured. There is a section of the proposal that can support this request.

3. **FUNDS**

Faculty and Staff may apply for funding from one or more of the following sources:

- **HSEF Fall HSE Staff Grant Fund** – Grant proposals are due by midnight on Thursday, November 5th, 2020.
- **HSEF Spring Student Led Grant Fund** – Application deadline is tentatively mid-January 2021. Students work with an HSE staff member who acts as a mentor for students to create an idea, research the process/materials, create a proposal, and implement funded projects. Applications tentatively due mid-January 2021.
- **Restricted Funds** – HSEF administers several restricted funds. These funds tend to be discipline specific (i.e. Civics Education, Fitness, Mental Health). Faculty and staff are encouraged to follow HSEF online, visit the website, or contact HSEF staff to learn about the availability of these funds.

4. **AWARD REQUIREMENTS AND EXPECTATIONS**

Written notification of decisions will generally occur within six (6) weeks, and all applicants (both those awarded and those declined) will be notified. Grant recipients will also be publicized on the HSEF website and likely via press release, school-based recognition and other communication methods.

HSEF expects that an applicant will begin the project as soon as possible and as described in the application. Details regarding how to access your funds will be included in your award letter. Modifications to the project and/or the budget may only be made after written approval has been secured.



Funds awarded will be available for use only during the project period referenced in the award letter, which shall generally not exceed one calendar year. After this time, the remaining balance will be forfeit. In unusual circumstances, HSEF may, at its discretion, extend the project period of an active grant in response to a written application.

Goods and services purchased with funds from HSEF become the property of the Hamilton Southeastern School Corporation. In the event a teacher moves from one Hamilton Southeastern School to another; the departing school principal may request that the grant materials remain at the original school.

Awardees agree to notify your classroom and school community of the project and use a recognition statement similar to the following in all printed materials and publicity about your project: “This project has been made possible by the Hamilton Southeastern Education Foundation (HSEF).” As appropriate label project materials with “Provided by the Hamilton Southeastern Education Foundation (HSEF).”

All awardees are required to submit a Post Grant Report within one year of the award. This helps HSEF track outcomes, celebrate success, and make recommendations to other educators based on your work.

5. PUBLIC RELATIONS AND COMMUNITY ENGAGEMENT

All awardees are expected to be active ambassadors for HSEF. You are why we exist! Celebrating your efforts and success will help attract and retain supporters of HSE Schools. Following all district requirements, to the extent possible create public awareness about your grant. Public awareness assists the foundation in generating additional funds to reinvest in future grants:

- Follow HSEF on social media – specifically Facebook, Twitter and Instagram. Tag the Foundation (@hsefoundation) when announcing your award and throughout your project. Use photos and video when possible.
- Make sure to announce your grant in classroom newsletters, e-newsletters, Skyward, Canvas, the school’s newsletter, school’s daily announcements or other sources.
- Assist HSEF in providing information in a timely manner for press releases or website features as requested and appropriate. You may be asked to present your project to the HSEF Board of Directors and/or the HSE School Board.
- Help HSEF promote activities that raise funds for educators – specifically Mudsock VIP (Sept), Giving Tuesday (Nov), and Game Day (Feb).
- Post recognition e-mail signature and signage (provided) outside of your classroom.