**2022-2023 Early Learning Project Grant Rules ($500)**

1. Only Hernando County School Board instructional personnel may apply for funding; however, those instructional personnel at Hernando County charter schools are also welcomed to apply.

2. New EASY TO USE Early Learning Project Grant applications are available on the Hernando County Education Foundation website at **www.hernandoeducationfoundation.org.**

3. Early Learning Project grant applications for **2022-2023 will be accepted through deadline dates according to 1st, 2nd, and 3rd Round Funding deadlines.** Handwritten applications will not be accepted. Applications must be submitted electronically, via email, to brinker\_t@hcsb.k12.fl.us. Verify all stipulations and sign agreement of rules and requirements. Attach documentation as necessary. Finally have your administrator sign and send your hard copy application to: HCEF via Hernando County School Board Pony.

4. Funding will be distributed monthly to qualified approved applicants on a first come first serve basis. The grant application cycle will remain open until available funds are expended or January 31, 2023, whichever comes first.

**5. Mid-Year Reporting and End of Project evaluations are required for this program.**

6. Applicants may submit one individual project. Proposals may not exceed $500.

7. Applications require community and/or business sector partnership that are directly related to the activities or engaged in the project. Partnership Agreement Statement(s) must be included with each application.

8. Matching funds used for this project that have been raised by your community partners, PTA, SAC, etc. **must** be passed through the HCEF to assist in meeting the State’s 1:1 matching requirement.

*9.* ***EXPENSES Allowable expenditures for Early Learning Project* *Grant include:*** *programmatic staff, appropriate training/conferences, professional and technical services, classroom materials, computer software, computer hardware, other equipment, program supplies, travel, and printing.* ***Non-Allowable expenditures for Early Learning Project* *grants include*** *administrative expenses, capital improvements, support of interscholastic athletics, refreshments, decorative items, awards for outstanding service, and the entertainment of dignitaries.* ***NO ADMINISTRATIVE OR INDIRECT CHARGES MAY BE APPLIED TO THIS GRANT.***

10. All technology related grant applications must be accompanied by the Hernando County School Board Mobile Devise Purchase Request form.

11. Ask for help. The HCEF is glad to guide you through the application process.

**Tips for Preparing an Early Learning Project Grant Application**

1. Applications should have a compelling description of a specific and significant need and show originality and innovation in the classroom. When addressing NEED: Include a description of student need(s), characteristics, or requirements and convey why there is a compelling need.

2. Applications should have clear objectives that spell out what specific results or student outcomes are to be accomplished and how they are to be measured. Include goals and objectives that directly relate to the identified need(s); and include objectives that are realistic, measurable and time bound.

3. Project activities should support achievement of project goals and be engaging to students. Project activities should strongly encourage students to learn or apply information/skills in meaningful, real-world ways. Project activities should be relevant, engaging, innovative and/or unique and include many hands-on, experience-based, collaborative learning opportunities.

4. Timeline has a logical sequence, reflects a well-thought-out implementation plan, and seems “doable” within the project period.

5. Projects should be easily replicated with little or minor adjustments to implementation of the project itself.

6. The evaluation plan should be clearly described. Specify how data and/or documentation related to each of the following components will be collected, used, and reported, ensuring a high degree of accountability: use of project funds, implementation of project activities, impact of project activities, the extent to which the identified student need(s) was addressed by the end of the project.

7. Costs should be within the funding guidelines. All items purchased must align to the project activities described in the application. The budget request should be reasonable and appropriate given the needs of the students and the potential impact of the project.

8. Good summaries describe what kids and teachers will do. Create a real-life scenario for the reader. Try to paint a picture with words. The reader must clearly make sense of what you intend to do.

9. Business Partner’s Role should be more than financial. It is great to show how their expertise or assistance will be utilized in relation to the project itself.

10. Avoid jargon, acronyms, and do not overwrite. Make it easy for the reviewers to read your entire proposal. A committee comprised of business and community leaders will review your application, and they may not be familiar with educational terms such as “ESOL” and “differentiated instruction”. Briefly explain educational terminology. Also, remember that grant readers review many grant applications, so be thrifty with your words, but do not sacrifice important points to achieve brevity.

11. Be sure to READ all instructions. Proofread and spell-check your application. Get some honest feedback on your proposal before you submit it. Ask one or two people to critically review the proposal. Use their feedback to strengthen your final application.

***Early Learning Project* *Grant Application 2022-2023***

***HCEF Program &***

**Project Title:**

\_\_\_ Career/Technical Education \_\_\_ Low Performing Students

\_\_\_ Increasing Graduation Rate \_\_\_ STEM Education

\_\_\_ Literacy \_\_\_ Teaching Quality

**Priority**

**Focus Areas**

(Check all that apply)

**Subject Area**

(Name all subject areas that apply to this grant request)

**Requested Amount ($)**

**Grades Addressed**

**Number of Low Performing Students**

**Number of Total Students**

**School**

**Teacher(s)**

**Lead Contact E-Mail**

**Lead Contact Phone**

**Number (s)**

**Grant Commitment Pledge**

I give the Hernando County Education Foundation the right to use this

proposal and the results of this project, if funded, for public

information purposes, or to help other educators. **Yes No**

Does this project support the School Boards Strategic Plan? **Yes**  **No **

Does this project relate to our School Improvement Plan or **Yes  No **

 Common Core Standards?

\_\_\_\_ My initials verify my understanding that when I transfer or retire, the Hernando County Education Foundation has the right to make decisions regarding the equipment purchased and/or continuation with grant monies.

\_\_\_\_ My initials verify my understanding that accountability is critical to the success and further funding of the grant program, without

exception, Mid-Year Progress Reports and Year End Grant Evaluations are due to the HCEF office through deadline dates according to 1st,

2nd, and 3rd Round Funding Deadlines. I further understand failure to submit these reports will result in my school or department being

responsible for returning all funds to the HCEF and possibly be excluded from further grant consideration from the foundation.

\_\_\_\_ My initials verify my understanding that grant recipients must submit receipts for all purchases to their school or departments bookkeeper and HCEF. The bookkeeper will scan electronic copies of the receipts that are to be submitted with the Year End Evaluation. I further understand that any and all unused funds must be returned by check payable to the HCEF attached to the “Signed Hard Copy” of the Year End Evaluation.

\_\_\_\_ Please submit grant application electronically so portions can be cut and pasted as needed to brinker\_t@hcsb.k12.fl.us and send original with signatures through pony to HCEF.

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Signature of Lead Applicant Date

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Signature of School Bookkeeper or Director of Finance Date

(It is my understanding that our school is responsible to ensure grant recipients submit all required documentation concerning their grant in a timely manner.)

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Signature of Principal or Department Supervisor Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Principal or Department Supervisor Date

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**Technical Review (for HCEF processing only)**

|  |  |  |
| --- | --- | --- |
| Signatures | Summary Elements | No Community Partners |
| Project Does not Qualify | Budget Detail | Past Deadline |
| Applicant Does not Qualify | Timeline | Send to Review Committee |

|  |  |  |
| --- | --- | --- |
| **Project Title** | **# of Teachers Served** | **Total # of Students served** |

**Narrative Project Summary (Not to exceed one page):**

**What do you plan to do? What is the purpose? Is it needed? Why do you think this is important?**

**Activities:**

**What activities would be involved and what are the objectives or purpose of them?**

**Timeline:**

**Provide a brief estimated timeline for the implementation of this project. Include expected dates of project launch & evaluation.**

**Evaluation Plan:**

**Your project must include an Evaluation Component to measure academic gains. Evaluation tool(s) should provide both quantitative & qualitative data. Explain what tools you will use to provide both kinds of data. The inclusion of baseline data expected outcomes, and the reporting of measurable results for all sub-grants awarded is required and will include tangible & intangible evidence of objectives.**

**(Specify how data and/or documentation related to each of the following components will be collected, used, and reported, ensuring a high degree of accountability: use of project funds, implementation of project activities, impact of project activities, the extent to which the identified student need(s) was addressed by the end of the project.)**

**Project Abstract: (200 words or less)**

**Summarize the CORE of your project, including expected outcome. Please note this synopsis will be viewable for other members to peruse.**

**Budget Detail:** Budget Items must align to the project activities described in the application. What are you purchasing? Make sure all

items are relevant to the grant. What activity does this item support? Please List applicable estimated expenses by category.

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORY | Item Description(s) | Quantity | Item Cost |
| Salaries\* |  |  |  |
| Professional Contracted Workers\* |  |  |  |
| Classroom Materials |  |  |  |
| Travel |  |  |  |
| Program Supplies |  |  |  |
| Computer Software\*\*\* |  |  |  |
| Computer Hardware\*\*\* |  |  |  |
| Other Equipment |  |  |  |
| Printing\* |  |  |  |
| Tuition/Training/Conferences |  |  |  |
| Admission Fees |  |  |  |
| Room Rental Fees |  |  |  |
| Other Please Specify |  |  |  |
| Telephone Service\* |  |  |  |
| Postage\* |  |  |  |

\*Only if directly related to program implementation

\*\*Other expenditures must be approved by the foundation before submitted.

\*\*\*TIS approval required Total Requested from the HCEF $

Have you received any other funds to support this project? If so, how much and from who?

|  |  |  |
| --- | --- | --- |
| **Name of Funding Source** | **Category & Description or Purpose** | **Dollars Received** |
|  |  |  |
|  |  |  |
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 **Total cost of Project $**

 **Total of other funds received $**

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Bookkeeper’s Signature Date

If only partial finding is approved, how will you be able to fund balance?

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**Early Learning Project Grant Community Partnership Agreement**

**Please Note:** You may have more than one partner. However, you must have individual signed agreements from all. School employees cannot be listed as community partners. A Community Partnership agreement may be verified via call or email.

**Please describe how your community partner is relevant to and will be involved in the project:**

 I/We\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to partner with

 (Name of community partner)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for completion of project titled

 (School)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, during the 2022-2023 school year.

 (Project)

 The extent of my participation is described above.

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 Community Partner Signature Date

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 Email Address Contact Phone #