



HIGHLAND FOUNDATION FOR EDUCATIONAL EXCELLENCE 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** page or pages which include the following items:

1. Budget details: Provide in detail all of the following that are pertinent to your project:
 - Materials (itemize and total)
 - Honorarium
 - Other expenses / Additional fees
 - Other expenses not listed above
 - Grand Total
 - List any supplemental sources of funding (e.g. PTO, District funds, private or student contributions)
2. Expected timeline for expenditure of funds
3. Project description:
 - Provide a brief summary or descriptive paragraph of the Project
 - Method and activities - Be specific, and include:
 - What activities will you implement to accomplish your goals?
 - How does your project support the achievement of your goals in core curriculum areas?
 - How will your students, and/or other staff or community be involved?
 - Duration and Plans to Continue:
 - When will your project begin and end, and will it continue after this grant?
 - 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 brief description of any experiences, training, or interests you may have which relate to the project
 - A list of any grants asked for and/or received from the Foundation in the past
 - How you anticipate that this Project will contribute to your professional growth



HIGHLAND FOUNDATION FOR EDUCATIONAL EXCELLENCE Grant Payments

Payments can be made by the following means:

- Our treasurer will reimburse your expenses with a personal check.
- We will send a payment directly to the supplier upon receipt of an invoice or contract from them.
- 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.
- 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.

If you have any questions regarding payment details, please contact the Project Chair:

Jean Christopher
330-239-0111
christopher6@roadrunner.com



2011-2012 Grant Application Dates

All categories of grants will be reviewed in this round of grants.

Due Date: Friday, June 8, 2012

Committee Review begins: Monday, June 11, 2012

Presentation to the Board of Trustees: Thursday, July 5, 2012

Funds are immediately available to any grants that are awarded on July 5, 2012

A second round of grants will be considered in December for unused funds in any grant category.