

HIGHLAND FOUNDATION FOR EDUCATIONAL EXCELLENCE

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 collaboration with a professional staff member or 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 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 (Lori Boedicker), Technology Coordinator (Roger Saffle), or Department Chair.

We are sorry, but applications without the proper signatures cannot be considered.

PLEASE SUBMIT TEN (10) COPIES OF YOUR PROPOSAL to the Project Committee Chair of the Highland Foundation no later than 4:00pm on June 5, 2012. 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 application after the July meeting of the Highland Foundation Board of Trustees. 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 \$1000.00

FOUNDATION PROJECT GRANTS --- larger grants generally used to serve more students; often includes an entire department or school. This grant category includes requests for Professionals-in-Residence. AWARD AMOUNT: \$1000.00 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 \$ 10,000.00