



Hempfield Foundation Grant Program Application (Effective June 2020)

The Hempfield Foundation grant program is designed to enrich and enhance the lives of students in the classroom by allowing teachers to try creative ideas without incurring financial burden.

Grants are intended to fund a variety of innovative programs in all disciplines, including but not limited to, the visual and performing arts, student athletics and core academic initiatives.

Grant Application Criteria

Applications must align with the Hempfield School District curriculum and comprehensive plan and:

- Support programs or initiatives that are research-based, creative, innovative, motivational, enriching and instructional
- Fund instructional materials that are *not* already budgeted for by the school district (NOTE: grant applicants should consult their building principal on any building budget matters relating to the grant application)
- Include a list of matching grants or any additional funding sources that will be used toward the activities funded by the grant

Applications may not include funds for graduate study work, capital improvements projects directed by the Superintendent, training or conferences, food, prizes and/or incentives or teacher stipends.

Teachers applying for a grant with a technology component must have their application reviewed and approved by the district's Director of Instructional Technology prior to submitting it to the applicant's building principal or direct supervisor for their approval.

Applications must be signed and approved by the applicant's building principal or direct supervisor.

Grant Application Approval Process

For each school year, there will be two opportunities for grant applications to be submitted and awarded:

- The first opportunity to submit grant applications will be April 15 – June 30 prior to the start of the next school year. Grant applications submitted will be approved and awarded no later than August 31
- The second opportunity to submit grant applications will be November 15 – December 15 *during* the school year. Grant applications will be approved and awarded no later than to January 31

The foundation may adjust the dates of these time frames should circumstances warrant. If a change is made, the foundation will post this information on its website.

Hempfield School District staff members may submit one grant application for each school year.

Grant applications will be evaluated by the Hempfield Foundation Board based on the criteria outlined above and will be commensurate with the size of the target audience and impact of the project.

Grant Awards

As a general rule, grant applications will be considered up to a maximum of \$3,000. However, The foundation may increase the maximum grant amount for projects or initiatives that it deems will have a significant district or school-wide impact. The foundation also reserves the right to fund a grant, either fully or partially, depending on the resources available to the foundation.

Responsibilities of Grant Recipients

Grant recipients are asked to do the following:

- Invite the foundation to visit the classroom or other school facility where the grant monies will be used and allow the foundation to take photos capturing the activities or initiative funded by the grant.
- Provide a brief summary to the foundation outlining the impact the activities or initiative funded by the grant had on the students and staff.

Grant/Project Title:
Applicant(s):
Position(s):
School(s):
Grade Level(s):
Potential number of students impacted:
Project Date(s):
E-mail Address:
Amount Requested:

<u>Describe your project Goals and Objectives:</u>

List why your project would be beneficial to your students, staff, and school: (Measurable Objectives)

Please list items needed for your project:

Item	Cost
Total	

Applicant(s) Signature	Date:
Director of Instructional Technology Signature (If applicable)	Date:
Principal/Supervisor Signature	Date:

**Mail Applications to: Hempfield Foundation
 200 Church Street
 Landisville, PA 17538**

OR

Email Applications to: hempfieldfoundation@gmail.com

(Please note that the invitation to the foundation and the summary report required for those who are awarded a grant may also be sent to either of the above addresses)