



Hempfield Foundation Grant Program Guidelines **(Effective April 2023)**

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, counseling, learning support, libraries, career and technical education, and core academic initiatives.

Grant Application Criteria

1. 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
2. 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.
3. *HSD Staff may serve as a sponsor for and submit grant ideas on behalf a student(s).*
4. Applications must be signed and approved by:
 - The applicant's building principal or direct supervisor
 - The curriculum supervisor (Jason Hoffman or Katherine Deisley) for the grade level to be served by the grant
 - The Director of Instructional Technology (*if there is a technology component such as an app, computer hardware or software, online programming, etc.*)

Grant Application Approval Process

1. 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 mid/late April – late June/early July prior to the start of the next school year. The goal of the foundation will be to approve grant applications submitted for this round no later than the "Opening Day" staff meeting.
 - The second opportunity to submit grant applications will be November 15 – December 31 *during* the school year. The goal of the foundation will be to approve grant applications submitted for this round no later than mid-February.
2. 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.
3. Hempfield School District staff members may submit one grant application for each school year.
4. 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

1. 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.
2. Successful grant applicants will be notified via email. This email will serve as the formal approval to allow an applicant to move forward with their grant.
3. Once approved, a grant applicant should contact their building admin/secretary to begin the process to purchase the items listed in their grant.

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.

Submission of Grant Application

1. Grant Applications must be submitted through the SCView portal created by the Hempfield School District. Additional information regarding the portal are included at the end of the application.

2. *PLEASE PRINT/SAVE A COPY OF THE APPLICATION BEFORE SUBMITTING IT.*



Hempfield Foundation Teacher Grant Application

1. Grant/Project Title:

2. Grant Amount Requested:

3. Applicant(s):

4. Position(s) of Applicant(s):

5. E-mail Address(es) of Applicant(s):

6. School building(s) where grant will be used:

7. Grade level(s) impacted by grant:

8. Potential number of students impacted:

9. Describe your project goals and objectives (attached additional pages if necessary):

10. Explain why your project would be beneficial to your students, staff, and school -- please include measurable objectives (attached additional pages if necessary):

11. Please list items needed for your project -- a screen shot/estimate from a vendor or website will suffice (attached additional pages if necessary):



Hempfield Foundation Teacher Grant Application Signature and Approval Page

Applicant(s) Signature(s):

Date:

Principal/Direct Supervisor Signature:

Date:

Curriculum Supervisor for Appropriate Grade Level:

Date:

Director of Instructional Technology (if applicable):

Date:

Hempfield Foundation Partners

Premier Community Partner (\$25,000+)



PennState Health

1993 Partners (\$10,000-\$24,999)



ORRSTOWN BANK



First National Bank

Black Knight Partners (\$5,000-\$9,999)



Red and Black Partners (\$1,000-\$4,999)

Lynn Zaledonis and Dan Ritzman

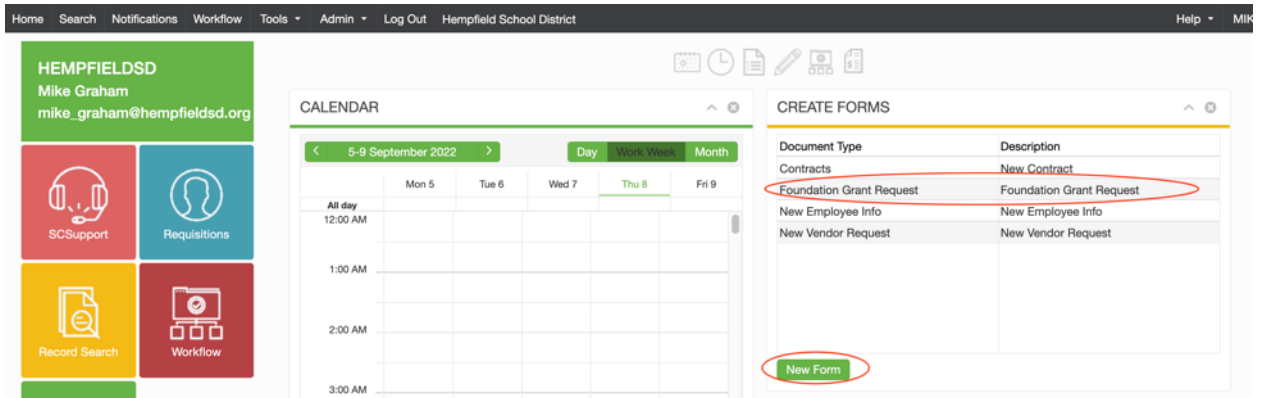


Fulton Bank



Submitting a Hempfield Foundation Grant Request for Approval

1. Visit <https://www.hempfieldfoundation.org/teacher-grants.php> and download the application form.
2. Complete the application form and save it as a PDF.
3. Log into SCView via the Tech page at <https://tech.hempfieldsd.org>.
4. If you don't start on the Home page, click Home in the top left.
5. Select Foundation Grant Request under the Create Forms widget, then click New Form. If you're missing the Create Forms widget, click the page icon to add it to your Home screen.



6. Complete the field for Grant Title, select the appropriate Grant Period, enter your email address under Submitter Email (and Additional Email if submitting with another person), and select your building. Click Browse to select your PDF containing the full grant application. Leave the Business Office fields blank.

New Form

Department: Hempfield School ... Document Type: Foundation Grant ...

Grant Information

Grant Title:

Grant Period:

Building:

Attachment:

Submitter Email:

Additional Email:

Business Office Only

Account Code:

Total Funded:

7. Click Submit when finished.
8. You will receive an email when your application is approved by the district and sent to the Foundation for consideration and another email containing purchasing instructions if you are selected to receive funds.