



Hempfield Foundation Grant Program Guidelines **(Effective April 2024)**

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 of a student(s).*

Submission of Grant Application

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.

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

1. 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.

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 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)



PeoplesBank

A Codorus Valley Company

Capital



**The Allen Family
Foundation**

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

Dan Ritzman Charles and Margaret Zeiders



Fulton Bank



Barley Snyder

ATTORNEYS AT LAW



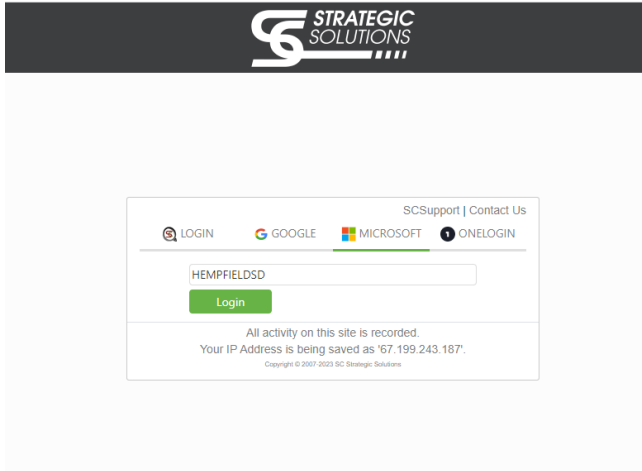
Grant Request

Below are instructions for applying for a Hempfield Foundation Grant

1. Log in to SCView.
 - a. To find SCView go to the Hempfield Tech page.
 - b. Select SCView from the CSIU Drop down at the top of page.
 - c. Log in to SCView.
 - i. Make sure Microsoft is the selected log in
 - ii. Database is Hempfieldsd
 - d. If you are having trouble logging in, please contact Angelo in the purchasing dept.
2. Once signed in, click on the HOME link at the top left of the screen to make sure you are on the Home Screen
3. On the right side of the Home screen, highlight Foundation Grant Request and press New Form
4. Please fill out the form to the best of your abilities and attach all pertaining documents.
 - a. If you need more time to complete the form, press Save Draft.
 - b. If you have everything completed, press Submit.

SCView Log In

1. Go to www.myscview.com which will take you to the log in screen as shown below

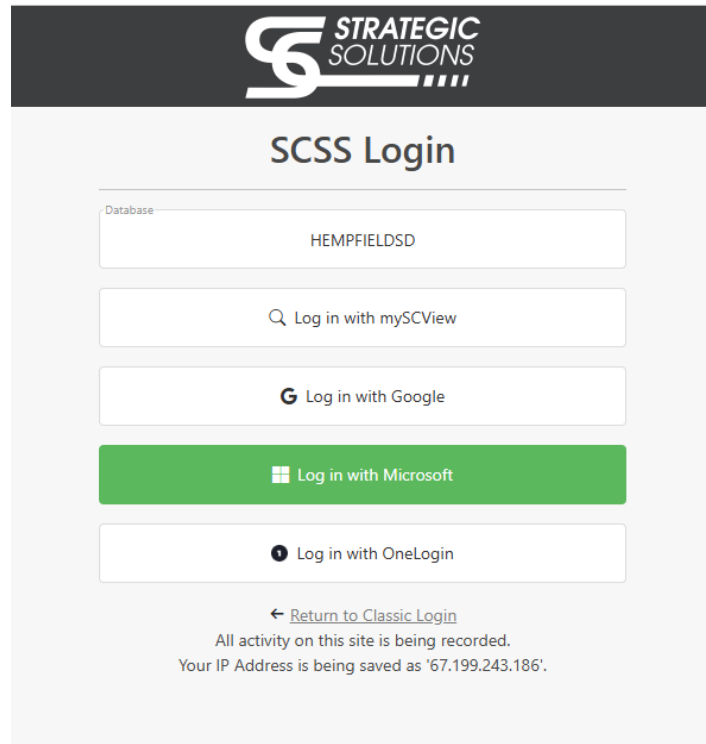


The screenshot shows the SCView login interface. At the top is the Strategic Solutions logo. Below it, there are links for 'SCSupport | Contact Us', 'LOGIN', 'GOOGLE', 'MICROSOFT', and 'ONELOGIN'. A text input field contains 'HEMPFIELDSD' and a green 'Login' button is positioned below it. At the bottom, a disclaimer states: 'All activity on this site is recorded. Your IP Address is being saved as '67.199.243.187'. Copyright © 2007-2020 SC Strategic Solutions.'

2. Make sure that MICROSOFT is underlined in green
3. Make sure that HEMPFIELDSD is in the database text box
4. Click Login
5. You should be good to go!
 - a. If you have any errors please reach out to the purchasing specialist

*****UPDATE*****

SCView is updating their log in screen and now looks like the image below. The steps are essentially the same where HempfieldSD is the database and you log in using Microsoft.



The updated screenshot shows the SCSS Login page. It features the Strategic Solutions logo at the top. The main heading is 'SCSS Login'. Below this is a 'Database' text box containing 'HEMPFIELDSD'. There are four login buttons: 'Log in with mySCView', 'Log in with Google', 'Log in with Microsoft' (highlighted in green), and 'Log in with OneLogin'. At the bottom, there is a link for 'Return to Classic Login' and the same disclaimer as the previous screenshot: 'All activity on this site is being recorded. Your IP Address is being saved as '67.199.243.187'.'