

H.O.P.E. Grant – Background, Application Process & Evaluation Criteria

**Background & Goal of H.O.P.E. Grant**

Successful fundraising efforts have enabled H.O.P.E. to achieve a positive income balance exceeding typical expense needs in 2017. Given the current budget, H.O.P.E. membership voted and approved $12,500 to be used toward Heyworth Elementary staff grants for the 2017-2018 school year. Future grant dollars will be will be contingent on available budget and determined at the time of H.O.P.E.’s annual budget review and approval.

The goal of H.O.P.E.’s grant program is to enable supplementary financial support to Heyworth Elementary staff for the end benefit of student education/enrichment. This support will be incremental to funding supplied by the school or district, and may represent a current need that is present due to budget cuts, a need to expand/build upon a current program, develop a new project, etc. Funding can be for own classroom, grade level, or larger projects/programs that will benefit students at Heyworth Elementary. There is a cap of $750 on requests for individual classroom use and $3,000 for grade level or school-wide programs per year. H.O.P.E’s goal is to support as many mid-level requests as possible.

**Application Process & Voting**

Applications may be submitted at any time during the school year, but must be received at least 2 weeks prior to the upcoming vote to be considered. Applicants should fill out the H.O.P.E. Grant Application Request and corresponding Grant Detailed Application Form found at the H.O.P.E. website (<http://heyworthhope.weebly.com/>), obtain required signatures, and email to the H.O.P.E. mailbox ([heyworthhope@gmail.com](mailto:heyworthhope@gmail.com)). H.O.P.E. Exec Board will review for completeness and confirm the H.O.P.E. meeting date when the application will be reviewed by H.O.P.E. Membership. Completed applications will be made available to H.O.P.E. Membership prior to the review meeting and copies will be on hand at the meeting for final review prior to vote.

Applications will be reviewed two times during the year (October and March) during the normal H.O.P.E. Monthly Meeting and applicants are encouraged to attend to provide any clarification on the request or to answer questions from H.O.P.E. Membership. Note that if all grant funds are approved/allocated during the first review meeting, there will be no subsequent review process in the spring. Per H.O.P.E. Bylaws, a quorum is required for votes regarding budget (minimum of 10 members) and voting will take place by written ballot. **Members who have at least 1 hour of participation in H.O.P.E. during the current school year are eligible to vote.** Heyworth Elementary Principal, H.O.P.E. Secretary and H.O.P.E. Treasurer will tally votes and inform the grant recipients. In the event of a tie vote/score, it is at the discretion of H.O.P.E. Exec Board to award partial grants to those applicants.

**Evaluation Criteria**

H.O.P.E. Membership will review each application using the below criteria and will provide an individual written vote/score for each grant request.

* + - This grant will support students’ health, well-being or educational success.
    - This grant brings new, unique or innovative tools, techniques, materials or instruction to our school.
    - This grant meets the HOPE grant criteria of enriching student experience/education while requiring funding beyond current school/district support.
    - The cost is clearly outlined and realistic for the proposed need.
    - This project has the potential to impact a large group of students, including those beyond the target group.