



# **REQUEST FOR FUNDING 2008 - 2009**

## **Application Guidelines and Procedures**

Application and Final Evaluation Report available at [www.henricofoundation.org](http://www.henricofoundation.org)

# Guidelines

## Request for Funding Applications

### 2008-2009

#### ***Purpose:***

To provide financial support for instructional approaches that focuses on the accomplishment of curriculum goals and objectives and/or Standards of Learning Objectives. The Henrico Education Foundation (HEF) has undesignated funds which may be able to support specific educational projects outside of the Great Expectations Grants.

#### ***Persons Eligible to Apply for Grants:***

Any licensed teacher, school counselor, or school-level administrator currently employed by the Henrico County Public School Board and who is involved in the instruction of students.

#### ***Eligible Proposals:***

Instructional approaches or projects must follow the mission of the Henrico Education Foundation.

#### ***Henrico Education Foundation Mission Statement:***

*The Henrico Education Foundation, Inc., in partnership with Henrico County Public Schools, supports public education in the creation of innovative educational opportunities, recognition of outstanding achievement and promotion of excellence for all students, teachers and staff.*

#### ***Selection Criteria:***

- Proposals must include content that is based on the curriculum outline and/or the Standards of Learning. Specific evidence of this connection should be provided in the grant objectives.
- The degree to which the proposal represents a creative approach to the accomplishment of prescribed curricula, instructional objectives and/or Standards of Learning (SOL's) and allows for methods of instruction that address a variety of learning styles.
- Proposals should be sustainable for more than one year allowing for continued focus to be continued after funds have been used.
- Proposals should reflect collaboration between content areas, grade levels and/or the community as a whole when appropriate.
- Proposal should address a new project as opposed to one previously accomplished or under way.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal serves a broad base of students.

#### ***Submission Process:***

1. Application forms are distributed at a principal's meeting and are available on request from the Foundation.
2. **Requests will be reviewed by the Henrico Education Foundation Board which meets in September, November, January, March and May to review requests. Requests will be accepted by the 15th of each month preceding these months (August, October, December, February and April).**

3. The principal should be made aware of the request from the beginning and must sign the completed application.
4. The Henrico Education Foundation Governance Committee will review Applications and make recommendations to the full board who will make the final determination.
5. For each grant application submitted, the board shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; (c) disapproval with suggestions for resubmission and (d) disapproval.
6. Principals will be notified of the status of request immediately following the HEF board meeting.
7. **Proposals require a final written report presented to the Board of Directors of the Foundation by July 1, 2009. This form will be provided if the grant is funded and can also be downloaded from the HEF website.**

### ***Responsibilities of Grant Recipients:***

1. Use the awards for the purpose intended. Prepare a final report that may be shared with other schools. Be willing to present a brief overview at a Henrico Education Foundation's board meeting and/or provide an article for the Foundation's Annual Report.
2. Agree to return any unused funds over \$100 to the Henrico Education Foundation.
3. Principals will be notified of the status of request immediately following the HEF board meeting.
4. During the school year, teachers receiving funding will be requested to provide an opportunity for HEF to address parents or faculty regarding the mission of the Foundation. Scheduling should be coordinated with the HEF Program Manager.

### ***Guidelines for Completing the Application:***

The project is appropriate if you can answer **yes** to the following questions:

- Is it essential to learning and strongly related to the curriculum, SOL's, AYP and/or State Accreditation requirements?
- Is it in line with the mission of the foundation?
- Will it impact a broad base of students?
- Is it innovative for your school?

### ***Statement of Purpose:***

- Tell what you hope to achieve. (*e.g. what will be different or better if the project is successful*)
- Keep the statement simple and straightforward.
- Promise only what you can reasonably expect to achieve.

### ***Description of Student Population:***

- Demographic characteristics of school population
- Specific population to be served in this project

### ***Statement of Rationale--Address the Following:***

- Importance of purpose
- How project relates to the district's strategic educational plan
- How the project supports the purpose
- Time line
- Average dose of the program received by what portion of students

***Objectives:***

- Limit the number of objectives.
- Cognitive objectives must be measurable. Affective objectives may be general.
- Relate to purpose and objectives
- Include type of intervention program or curriculum used.

***Instructional Procedures:***

- Relate to purpose and objectives
- Include type of intervention program or curriculum used.
- Be specific

***Evaluation:***

- Relate to stated objectives
- Methods used to evaluate success
- Indicate how you will know whether the project was successful.

***Reporting Requirements:***

Grant winners will be expected to complete the Request for Funding Final Evaluation by July 1, 2009. This form will be sent to schools that are awarded a grant. The report should discuss the results of the project and the impact that it had on student learning. Sample products, which demonstrate the project results, should be included with the form.

***Questions:***

- Refer any questions regarding this application to Paula Roop at [pdroop@henrico.k12.va.us](mailto:pdroop@henrico.k12.va.us).

***Henrico Education Foundation***  
***Request for Funding Application***  
***2008-2009***

**Project Title** \_\_\_\_\_

Names and signature/s of all applicants associated with this request  
(see certification statement below)

<b>(Print Name)</b>	<b>(Signature)</b>	<b>(Date)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**School** \_\_\_\_\_ **Total Student Enrollment** \_\_\_\_\_

**Grade(s) Served** \_\_\_\_\_ **Subject(s) Impacted** \_\_\_\_\_

**Number of Students Served by Proposal** \_\_\_\_\_

**Implementation Dates** \_\_\_\_\_

**Signature of Principal** \_\_\_\_\_

**Date** \_\_\_\_\_

**CERTIFICATION**

My signature certifies the following:

1. All information contained in this application is correct.
2. I have reviewed the proposal with my principal and am authorized to submit it to the Henrico Education Foundation Board.
3. I understand that I will submit a final evaluation report to the Henrico Education Foundation by July 1, 2009.
4. I grant the right to the Henrico Education Foundation to use my report and any product from the project for public information.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Henrico Education Foundation***  
***Request for Funding Application***  
***2008-2009***

**Name(s):** \_\_\_\_\_

**School:** \_\_\_\_\_

**Principal's Name:** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Grade level targeted:** \_\_\_\_\_

**Subject area(s) targeted by project:** \_\_\_\_\_

**Number of students targeted:** \_\_\_\_\_

**Total Student Enrollment:** \_\_\_\_\_

***Purpose:*** *(Expectation of outcomes in general terms. What will be different or better if this project is successful? Student outcomes/benefits and projected cost per student.)*

***Description of Student Population:*** *(Specific population to be served by this project. Include demographic characteristics of targeted population.)*

***Rationale:*** *(Statement of need for project. Importance and relevance to student performance, school goals and objectives, meeting AYP and/or state accreditation requirements.)*

**Implementation of Grant:** *(Time line, average dose of the program received by what portion of students.)*

**Objectives:** *(Cognitive objectives must be measurable. Affective objectives may be general.)*

**Description of Instructional Procedures and Methods (if applicable) or activities that will be utilized:** *(Type of intervention, program or curriculum materials used.)*

**Evaluation Procedures:** *(Methods used to measure the success of the project. Include the type of information (objective data, teacher observations, feedback from students/parents, etc.)*

*Identify any school-community partners involved in the project and their respective role(s):*

*If funding is granted, can this project continue without additional funding?*

YES  NO

*Explain:*

**AMOUNT REQUESTED:** \_\_\_\_\_

**LIST BUDGET ITEMS AND COST FOR EACH:** *If additional space is needed, attach a separate sheet.*

*Grant Applications should be submitted to*  
**Paula Roop**  
**P.O. 23120 – Richmond, VA 23223-0420**  
**pdroop@henrico.k12.va.us**  
**Fax: 652-3425**