



REQUEST FOR FUNDING 2009-2010

APPLICATION PROCESS Guidelines and Procedures

Application and Final Project Summary available for viewing at
www.henricofoundation.org

Guidelines

Request for Funding Application

2009-2010

Purpose:

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

Persons Eligible to Apply for Funding:

Any licensed teacher, school counselor, or school-level administrator currently employed by the Henrico County 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.

Mission:

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 achievements 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 beyond the funding year, allowing for continued focus after funds have been used.
- Proposals should reflect collaboration between content areas, grade levels and/or the community as a whole when appropriate.
- Priority will be given to 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 April 14 2009 principals' meeting; electronic copies available on request by emailing Paula Roop, HEF Program Manager.
2. Requests will be reviewed by the Henrico Education Foundation Board that meets in September, November, January, March and May to review requests. **Requests will be accepted by the fifteenth of the month prior to a meeting month—August 15, October 15, December 15, February 15 and April 15.**
3. The principal should be aware of the request from the beginning and must sign the completed application.
4. The HEF Governance Committee will review applications and make recommendations to the full board, which makes the final determination.

5. For each application submitted, the board shall make a recommendation: (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 the request immediately following the HEF board meeting.
7. Funded proposals require a final project summary report presented to HEF by July 1, 2010. The HEF program manager will email the project summary document to the principal.

Responsibilities of Funding Recipients:

1. Use the funds for the purposes intended. Return any unused funds over \$100 to the Henrico Education Foundation.
2. 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*.
3. Periodic updates regarding project progress may be requested via email during the funding cycle.
4. During the school year, schools receiving funding will be requested to provide an opportunity for HEF to address parents or faculty regarding the mission of the Foundation. Scheduling will 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 linked to the curriculum, SOLs, 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: Provide demographic characteristics of the school population and the specific population to be served in the project.

Statement of Rationale--address the following:

- Importance of purpose
- How project relates to the district's strategic educational plan and goals
- The problem or issue addressed
- 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

- Be specific; include type of intervention program or curriculum used
- List steps in a sequential manner, if applicable

Evaluation:

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

Reporting Requirements:

If funding is granted, winners will be expected to complete a final Project Summary Form by July 1, 2010. This form will be sent to schools if funding is approved. The report should discuss the results of the project, the impact that it had on student learning and any data specific to the project. If appropriate, sample products, which demonstrate the project results, should be included with the form.

QUESTIONS:

Refer any questions regarding this application or your project proposal to Paula Roop, HEF Program Manager, at pdroop@henrico.k12.va.us or by calling her at 652-3369.

Electronic copies of the form sent upon request to pdroop@henrico.k12.va.us

***Henrico Education Foundation
Request for Funding Application
2009-2010***

Project Title: _____

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

(Print Name)	(Signature)	(Date)
_____	_____	_____
_____	_____	_____
_____	_____	_____

School _____ Total Student Enrollment _____

Principle 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 report to the Henrico Education Foundation by July 1, 2010, or upon completion of the project.
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 _____

Funding Request No. _____ (assigned by HEF)

Name(s): _____

School: _____

Principal's name: _____

PROJECT TITLE: _____

Grade level(s) 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's 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 included: *(type of intervention, program or curriculum materials used)*

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

Identify any school-community partners that may be providing additional funds for this project.

If funding is granted, can this project continue beyond this school year without additional funding?

YES NO

Explain:

AMOUNT REQUESTED: _____

LIST BUDGET ITEMS AND COST FOR EACH:

If additional space is needed, attach a separate sheet.

Requests for Funding should be submitted to:

Paula D. Roop, HEF Program Manager

P.O. Box 23120 – Henrico, VA 23223-0420

pdroop@henrico.k12.va.us

FAX: 652-3425

Phone: 652-3369

Applications can be sent on the pony to: Paula Roop, HEF