



219-923-7621

9145 Kennedy Avenue
Highland, IN 46322

Grant Guidelines

The Highland Education Foundation is excited to offer grant awards for this coming school year. The Foundation's goal is to provide STOH personnel the opportunity to develop and implement creative and innovative student activities which will enhance the curriculum and programs of the school corporation.

Eligible recipients	Applicants must be current STOH personnel
Grant awards	Up to \$1,000. Larger amounts may be considered, but will likely be awarded over multiple award cycles
Application deadline	September 22, 2017
Required documents	In order for a grant request to be evaluated, the following must be submitted: <ul style="list-style-type: none"> Completed application form, including Principal's signature Line item budget depicting total costs
Submission	Via email to highlandefboard@gmail.com or in person to the receptionist at Central Office
Award announcements	October 6, 2017
Criteria utilized for selection	The following rubric will be followed in reviewing applications: <ul style="list-style-type: none"> Up to 10 points will be awarded for the <i>Gap or Need</i> being addressed Up to 10 points will be awarded for the stated <i>Goal or Desired Outcome</i> of the program Up to 20 points will be awarded for the <i>Program Description</i> Up to 25 points will be awarded for any <i>Creative or Innovative Aspects</i> identified Up to 15 points will be awarded in describing <i>Student Engagement</i> Up to 10 points will be awarded in the <i>Evaluation</i> methodology Up to 10 points will be awarded in describing plans to <i>Share and Collaborate</i> the program's aspects and results amongst colleagues As an option, supplemental points will be awarded: <ul style="list-style-type: none"> 5 additional points that leverage HEF funds with outside resources 5 additional points that impact more than 30 students
Requirements for an award recipient	If awarded an HEF grant, the recipient will be asked to agree to: <ul style="list-style-type: none"> Provide receipts of all purchases Return any unused funds Submit their final <i>Evaluation</i> and <i>Collaboration</i> results Assist in HEF promotional activities to publicize the grant and/or its impact Return any equipment or durable goods in the event the awardee leaves STOH
Restrictions	The Foundation will not consider funding requests for college credit coursework, salaries, incentives, or stipends. These items should be disclosed however if your program is funded from multiple sources.