



2020 - 2021 School & Classroom Enrichment Grant Applications

Hillsborough Education Foundation (HEF) has dedicated dollars to fund innovative classroom and school projects. We use an online grant application platform, so projects can be supported through collective efforts by a pool of individual investors and Hillsborough Education Foundation. Our chosen platform allows the community at-large to search for a specific school, teacher or subject area to see the great work you are doing and select projects or programs to fund.

Hillsborough County Public Schools teachers and administrators can submit applications for priority funding consideration until **September 24, 2020**. After HEF's initial round of funding, we will continue to secure funding and promote garnering community support through paid social media promotion and direct outreach to business partners. The online platform provides easy tools for you to join us in getting support by promoting through Twitter, Facebook and via email links right from your grant page.

Grant requests can range from \$100-\$2,000. To apply, you must register using your district email address, then complete the project application. Once an application is submitted, it will go through a two-step approval process. The first step is for your principal to approve or deny the project via an automated email sent upon submission. Once your application is approved by your principal, HEF will review it for funding consideration and it will be posted to the public site. You will be notified via email that your project is available for funding once this is completed.

Please note that all funded projects must be completed by **March 12, 2021**. A brief outcome report and a donor thank you are required. We encourage you to include photos and student thank you notes to donors, which are powerful ways to show appreciation for their support and the impact they made.

KEY DATES

9/24/2020 — Grant application deadline for first round of funding; teachers can continue to apply.
(Note: portal will remain open for public support.)

10/12/2020 — Grants funded with priority funding will be announced.

9/25/2020 - 3/12/2021 — HEF continues to secure funding of programs and notifications are made as additional projects are funded.

3/13/2021 — Portal closes and no more applications will be accepted.

5/7/2021 — Projects must be completed, thank you note(s) with optional photos must be uploaded and a short outcome report must be submitted.

Ready to get your special project funded? Start your application at:

bit.ly/32lptvv.

*Remember that **you must notify the HCPS Grants & Research Operations (GRO) office of your intent to apply for funding** by submitting a Grant Application Notification form via IDEAS **at least two weeks** prior to submitting your grant. Go to District - District Forms - Grant Application Notification. This Grant Application Notification form must be completed for each opportunity that is pursued.*

School & Classroom Enrichment Grant Application Instructions

To apply, visit: bit.ly/32lptvv. (Use Google Chrome as your browser)

1 Click on **“REGISTRATION”** in the upper right corner and register using your district email address.

2 Click on **“ADD A GRANT REQUEST”** to begin your application.

3 You can click on **“SAVE AS DRAFT”** until you have completed the application and are ready to **“SUBMIT”** for approval.

To Apply You Will Need:

Project Title - Use a creative title that “hooks” the reader.

Project Deadline - Enter the date by which your project or programs will need to be funded so that you have time to complete your project/program by **May 7, 2021**. **Please note: the latest deadline to apply for funding is March 12, 2021.**

Category - Please select a category that aligns with the subject of your project or program. If you do not see an applicable label, please choose **“OTHER.”** If the project impacts more than one area, choose the one with the highest emphasis.

Grade Level(s) Impacted - You can select a single grade or school range; if you serve multiple grade levels, please choose the one with the highest percentage of students involved in the project/program and make notation in the **“HOW THE PROJECT BENEFITS STUDENTS”** section.

Project Goal - Clearly state the goal of your project. Also, remember the public will be reading your application, so avoid using educational jargon.

How Project Benefits Students - Provide a detailed description of activity/project and state your planned timeline for implementation. (For example, is it a one-time activity or permanently integrated? How does the grant connect to your current curriculum? How will students benefit academically? How will it improve achievement and provide educational enrichment?)

Expected Outcomes - Provide a description of the expected outcome. (For example, How many students and teachers will benefit? What will the grant accomplish? What change will result? How many students will be impacted in the future if the item(s) are reusable?)

Items (Budget) - Use each of the item lines to provide a description and the associated costs. It is important to be as specific as you can (For example, specific vendor, quantity, color, etc.). If the item has a related Lawson number, you should include the specific code. **Technology such as computers, tablets, ipads, etc. will not be funded this year.** Please visit this link for guidelines regarding equipment requests - guidelines regarding such purchases begin on Page 8 of the document: [HCPS Grant Guidelines](#).

Image - The system provides images related to the type of project; however, **you are encouraged to upload your own image that represents or would spark interest in your program. If you do not have any images, stock photos are available.**

Once you have completed your application, click **“SUBMIT REQUEST.”** It will automatically go to the principal for approval via email, then to Hillsborough Education Foundation for approval for funding consideration and posting. If approved, you will receive a notification email verifying that your project has been posted.

We encourage you to join us in promoting your project to parents, friends and other school supporters via social media and/or email using your project’s designated link provided on your grant page.



Questions? Please contact
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