



## 2021 - 2022 School & Classroom Enrichment Grant Applications

Hillsborough Education Foundation (HEF) has dedicated dollars to fund innovative school and classroom 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 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. Grant requests can range from \$100-\$2,000.

Hillsborough County Public Schools teachers/administrators can submit applications for priority funding consideration until **8/29/21**. After HEF's initial round of funding, we will continue to garner community support through our social media channels and direct outreach to business partners to fund additional grant projects. We encourage you to use the tools provided by the platform that allow you to promote your project through Twitter, Facebook and email links from your grant page to help secure funding.

If you have previously registered using our online grant platform, log in using your @sdhc.k12.fl.us email. You must go to "My Profile" to update your email to your @hcps.net address before completing a new application. For new users, register using your @hcps.net email. 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 idea is approved by your principal and accepted by HEF, it will be posted on our online grant platform. You will be notified via email that your application will be considered for funding by HEF's Review Committee. You should now begin promoting your project.

All funded projects must be completed by **5/2/22**. A brief outcome report, donor thank you letter from the recipient and thank you notes from students are required. We also encourage you to include photos, which are a powerful way to show your appreciation and share the impact donors made by funding the project.

### KEY DATES

**8/29/2021** — Grant application deadline to be considered for the first priority round of funding. Teachers can continue to apply for funding through 1/31/22, however awards will be based on additional funding secured by HEF. (Note: The portal will remain open.)

**9/8/2021** — Applicants who are awarded grants in the first priority round of funding will be notified.

**8/30/2021 - 1/31/2022** — HEF continues to secure funding of programs and notifications are made as additional projects are funded.

**1/31/2022** — Portal closes and no more applications will be accepted.

**3/31/2022** — All grant funds must be spent by 11:59 p.m. HEF will retract remaining balances.

**5/2/2022** — Projects must be completed. A brief outcome report, donor thank you letter from the recipient and thank you notes from students must be submitted, along with optional photos.

**Ready to get your special project funded? Start your application at: [bit.ly/32Iptvv](https://bit.ly/32Iptvv).**

*You must notify the HCPS Grants & Research Operations (GRO) office of your intent to apply for funding by completing a Grant Application Notification form at [bit.ly/GrantAppNotify](https://bit.ly/GrantAppNotify). It may also be accessed from the HCPS Staff Hub webpage: use the dropdown menu and select Grant Application Notification form. This form must be filled out **at least two weeks prior** to submitting your grant and must be completed for each opportunity you pursue. Please review the HCPS Grant Guidelines here: [bit.ly/2020WayOfWork](https://bit.ly/2020WayOfWork).*

# School & Classroom Enrichment Grant Application Instructions

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

**1** Click on **"REGISTRATION"** under the image in the middle of the page on the right side and register using your @hcps.net 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/program will need to be funded, so you have time to complete your project/program by **May 2, 2022. Please note: the deadline to apply for funding is January 31, 2022 by 11:59 p.m.**

**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 the Project Benefits Students** - Provide a detailed description of your 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 the item lines to provide a description and cost. It is important to be as specific as you can (for example, specific vendor, quantity, color, etc.). However, if you are ordering items that are the same/similar, you do not need to list every item on a separate line. You may enter a basic description, quantity and total cost. 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.**

**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."** Your submission will automatically be sent via email to your principal for approval, then to Hillsborough Education Foundation. Once your application is accepted by HEF, the project will be posted on our online platform. You will receive an email notification that your project will be considered for funding by HEF's Review Committee.

**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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