Haddonfield Educational Trust (HET)
FUNDING GUIDELINES AND GRANT PROCEDURES
AT A GLANCE

The Purpose of the Grant Program:

HET offers educators of the Haddonfield School District the opportunity to fund new ideas, projects and/or programs that help to enrich the current educational curriculum by adding depth or broadening students' experiences. HET supports initiatives that **would not otherwise be funded through the traditional school district budget.**

Who is Eligible to apply for a Grant:

- Teachers hoping to enhance the students' learning experiences or implement innovative teaching ideas that may be able to be used district wide
- Administrators that want to support more specific scholastic needs throughout the schools
- Principals who are looking to add larger school STEM projects, technologies or provide more specific educator development

Grant Criteria and Considerations:

- Grants that meet the priorities listed in the published rubric
- Grants that have established measurable goals for success
- Grants that are innovative and creative in new and experimental methods of teaching and/or learning
- Grants that involve collaboration
- Grants that are sustainable (can be replicated over years or otherwise have a long term impact)
- Grants that are thoughtful and include specific details and justification for the budget requested
- Grants that would not otherwise be funded through the traditional school district budget

Grant Application Process

- Grant applications are accepted on a rolling basis from October through May but there is an initial grant meeting in early December when the majority of the grant money is distributed
- Grant application forms can be accessed from the Haddonfield Educational Trust link: https://www.haddonfieldeducationaltrust.org/teacher-grant-registration
- Be sure to review the grant rubric before submitting an application. Does the application address the items listed in the rubric. **Make the case for the need for the grant**

- All grant applications should be discussed with school principals and require his or her signature before submission

Grant Review Process

- Completed applications will be acknowledged through email and sent to the HET Grant's Committee for review. The applicant's identities will remain anonymous to committee members
- Committee members will use a [published rubric](#) to score all applications. The grant application should be written with the rubric in mind and should follow the rubric where possible
- If you have previously been awarded a grant, you are still eligible to apply
- Applicants will be notified if the Grant's Committee needs clarification or additional details about any aspect of the proposed project
- Grant Funds will be released to the school's principal who will then award the grant funds accordingly
- The final number of grants will be dependent on funds raised by Haddonfield Educational Trust, but at least $10,000 will be awarded annually

Grant Project Requirements

Complete the form at the link
https://www.haddonfieldeducationaltrust.org/teacher-grant-registration and be sure to include the following information

a. Introduction - Name, school, mailing address, email and phone.

b. Brief description of Grant - – State the current process or program in place. What are the goals of the proposal for the grant?

What is the Need? – What is lacking in the current process that needs to be improved?

What is the Solution? – The product(s) you wish to purchase or program you would like to develop and how it will help you achieve your goal? How is this innovative or different than what is already provided? Will it involve collaboration from other classes/grades/schools?

c. Budget – How much grant money is needed for your specific goals? Provide as much detail as possible

d. Educational Goals - What are the educational goals for this project? How will that be achieved?

e. Oversight and Management - Who will oversee this grant to ensure that it is executed properly? Are there any outside local requirements that need to be met?

f. Project Evaluation – How will you know if the product was successful in accomplishing your goal? HET would like a report on whether the project was successful. How would you measure this success?

g. Sustainability – How are the product(s) you wish to purchase or program you would like to develop going to benefit future classes? Is there a lasting effect on the students?

Grant Publicity

Grant publicity is HET's most effective outreach tool. Accordingly, we ask that recipients make every possible effort to publicize their grants to parents, teachers and the local community through school publications, local newspapers and other media outlets.

The Haddonfield Educational Trust may request photos that showcase the grant in action, and statements explaining the project for use in HET publications.

Grant recipients are asked to include the following statement when presenting the grant-supported project in any public forum: "***This project is made possible (in whole or in part) by a grant from the Haddonfield Educational Trust*.** "

Duration of Funding

All grant funds must be expended on the approved project within the school year for which it was awarded. If the project is canceled or materially changed, the funds must be returned to the HET.

The HET cannot make a commitment to continue funding the same project for more than the current school year. While we are always looking for new, creative projects, we will, however, review applications for continued funding of previously awarded grants if the project has been reviewed, reconsidered and/or updated. Applications should clearly indicate that it is a request for continuous funding from a previously awarded grant.

Grant recipients are asked to encourage the replication of the project by making all equipment and materials accessible to other teachers and staff.

Grant Evaluation Report

All grant recipients may be asked to submit a summary, pictures or video after their grant was accepted. The grant recipient may be asked to describe the grant project outcome, material improvements in teaching or learning, and show the expenditure of funds.