**FOR INTERNAL USE:**  TEACHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE FUNDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAID\_\_\_\_\_\_\_ CK #\_\_\_\_\_\_\_\_\_\_\_\_

 Application # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Mini-Grant Application Form for Teachers & School Staff** DATE Submitted\_\_\_\_\_\_\_\_

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Applicant Names ( if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Guidelines:***

1. **ALL APPLICATIONS SHOULD BE TYPED. Forms available at**  [www.HASDFoundation.com](http://www.HASDFoundation.com) under WHAT WE FUND. We do not fund items for booster clubs, PTAs or technology.

2. The Huntingdon Area School District Educational Foundation (HASDEF) will consider applications that further the education and enhanced learning experiences of students within the school district. Typically, funding will be considered for projects that cannot or would not be normally funded by the school district due to budget constraints. Projects that help multiple students will have higher priority. We also have funded teaching resources especially when the resources are used by multiple teachers.

2. Submissions will be reviewed at any regular meeting of the HASDEF, but can be voted on via email if needed.

 **Generally, the Foundation meets the last Wed of each month except for July, Aug and Dec.**

3. **EMAIL COMPLETED WORD APPLICATION TO:**  Alison Goodman agoodman@huntsd.org

 **Questions?** Call Alison Goodman at 599-8500 or contact her at the middle school. 

**MINI-GRANT PROJECT INFORMATION**

1. **Title of Grant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **Type of Grant requested**: \_\_Educational for Students \_\_Teacher resources Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Amount requested (not to exceed $500) :** $\_\_\_\_\_\_\_\_

5. **Project Description/Summary – Benefits of your project/activity:**

6. **Location:** Where will your project be conducted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. **When** will the project/activity take place? (Dates if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. **Participants:**  How many participants do you expect? \_\_\_\_\_\_\_\_ From what school(s)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. FUNDING – Is any other group funding this project? If so describe:**

10. Please list here, or attach a detailed explanation, of how grant monies will be spent. Be sure to address costs for supplies,

Equipment and related.

11. **Payment Information once approved:** Payments for grants must be made to a recognized group or business. Where possible, we would like to pay your vendor directly. If needed, you can make your purchase through the HASD – make sure to put “HASDEF Mini-Grant FUNDED” on the purchase order so that the district can submit an invoice to the Foundation.

I need a \_\_\_\_ HASD Purchase Order or a check made out to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**AUTHORIZATIONS AND SIGNATURES**

**THIS MINI-GRANT APPLICATION MUST BE APPROVED BY YOUR SCHOOL PRINCIPAL**

1) Fill out application, **get signature of your school principal or administrator**, scan the form and email it to agoodman@huntsd.org.

2) OR, after you email the un-signed form, you can drop off the signed form at the HASD main office – give it to Janet Shaffer and she will put it in our mail drawer

**Approved by:** SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: *All Grants that include funding for equipment***

 The Huntingdon Area School District Educational Foundation will only fund equipment for which there is a demonstrated need and which plays an integral part of a grant request. Any equipment funded by a HASDEF grant becomes the property of the organization it is intended to benefit (i.e. schools, library, etc.)