

*Huntington Foundation
PO Box 552
Huntington, NY 11743*



Date: 9/27/2016

Dear Teachers, Staff and Administrators,

Attached, please find both the Mini Grant and STAR Grant applications for the 2016/2017 school year. In order to be both fiscally responsible and environmentally conscious, HFEE will not be distributing hard copies of the applications and will make additional forms available for downloading via the HUFSD website.

Kindly read the terms and conditions carefully before submitting applications and please respond by the deadline dates. HFEE does not participate in the funding of transportation costs for field trips. Not all grants need to be specific to technology, many of our smaller grants have had a profound impact on educational initiatives throughout the district. Be Creative! A few good questions to ask yourself may be "How can we enhance the educational process" and "What innovative programs or methods can we utilize to better help our students learn"?

Please read each application carefully as we have made some recent changes to these applications. HFEE is working with administration to make the grant process more seamless and hopefully less confusing to all. After the board has approved any grants submitted, all recipients will be contacted by administration with regards to the funding and timing.

One important change is our ability to provide partial grants, so please bear this in mind when writing your STAR grant applications. It may be best if asking for multiple "different" items or programs to break these down into separate grant requests.

We also ask when requesting a STAR grant for technology equipment that these first must have the approval from the technology department supervisor. This is imperative as no grant application will be accepted unless first approved by the technology office. This will also require the grant writer to provide a fee quote from the technology office. We will not accept invoices for technology equipment based off the internet or any website. This is an **IMPORTANT** change from prior years. Our hope is the technology office may well be able to obtain a discount on behalf of the school district, which will be a

bonus for both teachers and HFEE in providing more “bang for our buck”.

The board may request for a STAR grant submitter to appear before the board and give a brief presentation and answer any associated questions. We started this practice last year and it was a great success giving both presenter and HFEE board members much better understanding and insight into each particular program or idea. All presentations will be brief (10 – 15 minutes maximum) with a simple question and answer follow up. If requested, you will be notified of the date for presentations once we have reviewed all STAR grant applications.

Lastly, we will no longer be accepting grant applications after a certain deadline, so please do not wait until the last minute to submit these applications. The application deadline is indicated in each grant application or as follows: (Mini-Grant deadline, **November 30th, 2016** and STAR Grant deadline, **February 15th, 2017**).

We thank you in advance for taking the time to read the attached applications carefully and make every effort to complete entirely. **Those grant applications that are not complete will be rejected.** If an application is hand written it must be legible or it too will be returned.

We look forward to receiving your completed grant applications. If you have any questions, please feel free to contact me.

Thank you.

Michael Grassi
Huntington Foundation
Grant Administrator
mgrassi.hfee@gmail.com
(631) 827-5077

Huntington Foundation



Excellence in Education

2016 – 2017 Mini Grant Application

*HFEE
P.O. Box 552
Huntington, NY 11743*

Mini Grant Information

The purpose of the **Mini Grant Program** is to provide money for special projects costing up to **\$1,000** for innovative classroom activities that are beyond the core curriculum such as new computer software, educational additions for a classroom and various workshops. Remember, think outside the box! We welcome your grant applications, which will be cautiously reviewed by our board members to determine their significance and impact on our students. **We ask that you take the time to complete the application fully as any incomplete application will not be reviewed.**

A Teacher who wishes to obtain funding for a project in the classroom should complete this grant application including a brief description of the idea and its benefits, as well as, the approximate number students or classes who can participate and benefit from this idea. After gaining approval from the school principal, email this complete application and any additional information to: mgrassi.hfee@gmail.com or mail to: address above. If this is a technology grant it will require approval from the technology department supervisor and the actual budgeted price from the department for any technology items to be purchased with the grant. Please note the deadline for the Mini-Grant submission is **November 30th, 2016.**

Please remember that the goal of HFEE is to fund new and innovative ideas. HFEE does not participate in the funding of transportation costs for field trips.

For additional information contact:

Michael Grassi
Huntington Foundation
Grant Administrator
mgrassi.hfee@gmail.com
(631) 827-5077

MINI GRANT

Applicant Information

Date: _____

Name of Application: _____

School: _____ Grade/Department _____

Telephone: (Day) _____

Email address _____

All future correspondences will be done via email, please provide an email address that you check regularly.

Project Information

Project Title: _____

Summary of Project: Write a detailed description of the program and also answer the following questions as completely as possible.

1. How will this grant enhance the instructional program within your classroom?
2. How will this grant support the standards within the curriculum?
3. What will students be able to accomplish as a result of this grant that will expand and enhance their learning?
4. Please share anything else that might be valuable in helping the Foundation make its decision.

Budget Information:

| Item Description | Quantity | Cost | Shipping | Total |
|------------------|----------|------|----------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

In order to verify pricing, all technology related grants must be reviewed first and signed off by the Technology Dept. supervisor prior to submission.

Technology Signature (if applicable)

Supervisor or Principal Certification (required)

I am aware of this grant application:

Name/Title: _____

Signature: _____

Date: _____

Huntington Foundation



Excellence in Education

2016 – 2017 Star Grant Application

*HFEE
P.O. Box 552
Huntington, NY 11743*

The purpose of the **Star Grant** is to fuel grade-wide, department-wide and school-wide initiatives that have a broad impact on the students. Star grants exceed \$1,000 and have been as high as \$20,000+. Examples of past year's grants that provide innovative additions to the curriculum are:

- “Newsela Pro”, a district wide reading program to help assess readers and provide commensurate articles based on these assessments.
- “Digital Fabrication”, a programming system to assist students in creating physical items.
- “Alpha Better Desks”, stand-up desks to allow students options for better learning.
- “Digital Microscopes”, technology to help our science department provide superior images of microscopic organisms through digital media.

We welcome your grant applications, which will be cautiously reviewed by our board members to determine their significance and impact on our students. **We ask that you take the time to complete the application fully, any incomplete applications will not be reviewed.** A teacher who wishes to obtain funding for a project in the classroom should complete this grant application and include a brief description of the idea and its benefits, as well as, the approximate number students or classes who can participate and benefit from this idea/program. **Please note:** If this is a technology grant it will require approval from the technology department supervisor a copy of the actual budgeted price from the technology department for any items to be purchased with these grant monies.

After gaining approval from the school principal or department supervisor, email this signed and completed application with any additional information to: mgrassi.hfee@gmail.com or mail to: address above. The deadline for the Star-Grant submission is **February 15, 2017**.

For additional information contact:

Michael Grassi
Huntington Foundation
Grant Administrator
mgrassi.hfee@gmail.com
(631) 827-5077

STAR GRANT

Applicant Information

Date: _____

Name of Application: _____

School: _____ Grade/Department _____

Telephone: (Day) _____

Email address _____

All future correspondences will be done via email, please provide an email address that you check regularly.

Project Information

Project Title: _____

Summary of Project: Write a detailed description of the program and also answer the following questions as completely as possible.

1. How will this grant enhance the instructional program within your classroom?
2. How will this grant support the standards within the curriculum?
3. What will students be able to accomplish as a result of this grant that will expand and enhance their learning?
4. Please share anything else that might be valuable in helping the Foundation make its decision.
5. What other funding sources have you investigated to support this project?

Budget Information:

| Item Description | Quantity | Cost | Shipping | Total |
|------------------|----------|------|----------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

In order to verify pricing, all technology related grants must be reviewed first and signed off by Technology Dept. supervisor prior to submission.

Technology Signature (if applicable)

Principal or Supervisor's Certification (required)

I am aware of this grant application:

Name/Title: _____

Signature: _____

Date: _____