

*Huntington Foundation for Excellence in Education  
PO Box 552  
Huntington, NY 11743*



Date: 9/15/2017

Dear Teachers, Staff and Administrators,

Attached, please find both the Mini Grant and STAR Grant applications for the 2017/2018 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 **ALL** 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. Your principal/director must check if they are/are not willing and able to supplement the balance of the grant if you are awarded a partial grant by HFEE. This is required but does not necessarily impact the outcome of your grant request.

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 quotes for technology equipment based off the internet or any website. Quotes must be obtained from the technology department (please contact

the computer technician assigned to your building). 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”. It should also help with the approval process as technology grants will in essence be “pre-approved” and the fee amounts requested should be accurate.

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, 2017** and STAR Grant deadline, **February 28th, 2018**).

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.

Susan Lyons  
Huntington Foundation for Excellence in Education  
VP Grants and Grant Administration  
susanl.hfee@outlook.com  
(631) 673-5344