



HEF Grant for Intensive Study

About the Holliston Education Foundation

The Holliston Education Foundation (HEF) is an independent, nonprofit organization established to raise funds to enrich, foster, enhance and support public education in the Holliston Massachusetts school district. HEF is not a school-based parent organization, but an external partner to *all* the Holliston schools. HEF raises funds annually and operates an endowment for the benefit of public education in Holliston.

The Mission of the Holliston Education Foundation is to catalyze excellence and innovation in education through support for outstanding teacher initiatives, recognition of teacher achievement, and by assisting Holliston High School Seniors in their pursuit of higher education. The Foundation accomplishes our mission by working in collaboration with educators, business leaders, service organizations and residents of the community.

The HEF Grant for Intensive Study

Through the Grant for Intensive Study, HEF seeks to enliven and improve the quality of classroom instruction, enrich children's lives, and contribute to the overall excellence of our schools. The Grant for Intensive Study is available to educators seeking to bring innovation and enrichment to their classrooms through intensive study of a specific aspect of the curriculum or instruction. Grants are awarded to support teacher initiatives that would not be possible in our schools without outside funding. The Grant for Intensive Study acts to encourage educators to expand, to be creative, to take a risk, and affirms that teachers' good ideas are supported by the community. *Applications are due Friday, March 6, 2009.*

Criteria for Grant Awards

1) Project Description (attached) is complete and describes in detail:

- a) the relationship of this Intensive Study to existing classroom curriculum,
- b) the specific ways the Intensive Study will transfer into the classroom (such as innovative aspects of curriculum and/or new methods of instruction), and its direct impact on students,
- c) consultation with a relevant curriculum specialist or department head,
- d) the timeline for the project,
- e) the plans for sharing the above results with educators and administrators in the teacher's school, members of HEF, and the community, and
- f) the method for collaboration with fellow grant applicants (if applicable) .

2) Funding Description (attached) is complete and describes:

- a) other sources of funds (if any) being sought for this project, and
- b) proposed expenses as required on form.

3) Personal Statement (attached) is complete and describes:

- a) how past experience, skill or interests might help you make the most of this grant, and
- b) how this intensive study will enrich your career as an educator going forward.

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Holliston Education Foundation

INTENSIVE STUDY GRANT APPLICATION-- COVER SHEET

Please submit to HEF box in your school's office no later than Friday, March 6, 2009

PROJECT TITLE: _____

ANTICIPATED START & END DATES OF PROJECT: _____

TOTAL AMOUNT REQUESTED: _____

PRIMARY APPLICANT / CONTACT

NAME: _____ SCHOOL and POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

ADDITIONAL APPLICANTS

NAME: _____ SCHOOL and POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

NAME: _____ SCHOOL and POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

NOTE:

Grant funds are reserved for the approved date of grant award unless a written request for an extension is submitted to grant administrator 30 days prior to expiration date.

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PROJECT TITLE: _____

PROJECT DESCRIPTION

- 1) Describe your Intensive Study Project in detail (attach additional sheets if necessary) and be sure to include:
 - a) the relationship of this Intensive Study to existing classroom curriculum,
 - b) the specific ways the Intensive Study will transfer into the classroom such as the development of innovative aspects of curriculum, and/or new methods of instruction,
 - c) comments from your consultation with a relevant curriculum specialist or department head, and
 - d) the method for collaboration with fellow grant applicants (if applicable).

- 2) Describe how this project will directly impact students. Identify the school population(s) which will be affected:

- 3) Include your vision for sharing the results of your Intensive Study with educators and administrators in your school, with members of HEF, and with the community:

- 4) Give a **TIMELINE** for your Intensive Study describing its major components and approximate length of time each activity will take:

Activity

Amount of Time

Approx. Dates

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PROJECT TITLE: _____

Funding Description

5) Please account for the disbursement of funds requested from HEF:

Conference/Study fees:

- Attach Conference Information

Materials or equipment total:

- Attach details
- If figure is an estimate, please explain

Travel Expenses

- Attach details
- If figure is an estimate, please explain

Other Expenses

- Attach Description

TOTAL

6) Are you seeking additional funds elsewhere? _____

If so, please identify the organization(s) from which you are requesting funds, the amount of the request and date you expect to learn status of your request.

7) Will you complete this Intensive Study if additional funds from other source are refused? _____

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PROJECT TITLE: _____

PERSONAL STATEMENT

Note: HEF may request that finalists meet with members of the HEF board to discuss this personal statement and other aspects of the application.

8) What background, skills, and/or experience will contribute to the success of the project?

9) Describe how you believe undertaking this project will affect your career as an educator?

10) Please attach any additional information you would like HEF to consider in reviewing your application.

PROJECT TITLE: _____

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TERMS OF FUNDING

By accepting funding, I (we) agree as a condition of funding to:

- Submit a detailed accounting of HEF funds expended as part of this grant, to be submitted to HEF within sixty (60) days of completing this grant.
- Present the results of your Intensive Study to educators and administrators in your school, with members of HEF and the community.
- Submit a brief summary of your Intensive Study that may include photographs, work samples, and/or other visuals for publicity purposes.
- When issuing statements and/or press releases describing the Intensive Study, the following Information **MUST** be included: ***"This Intensive Study is supported by a grant from HEF."***

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Primary Applicant

SIGNATURE: _____ Date: _____

Additional Applicant

SIGNATURE: _____ Date: _____

Additional Applicant

SIGNATURE: _____ Date: _____