



Viking Fund for Educational Excellence Grant

INSTRUCTIONS

HAF FAVORS GRANT PROJECTS THAT:

- Demonstrate educational innovation
- Promote original, creative ideas
- Focus on content enrichment and skills development
- Are not supported throughout normal school budgets
- Have measurable indicators of success
- Address one or more academic standards set by HSD

To be considered for the Viking Fund for Educational Excellence grant, you must complete both the *Application Cover Sheet* and the *Proposal Outline* **including Section 2. Budget.**

The Holmen Area Foundation currently offers the following grant programs:

CLASSROOM INNOVATION GRANTS

Proposals will be accepted for new and innovative projects that enhance the education and instruction of students in *any* academic discipline. Grant money may not be used for operating expenses such as for payment of substitute teachers.

WISH LIST GRANTS

Any School District of Holmen educator or any community member in partnership with an educator may submit a grant application for any project that meets the mission of the Holmen Area Foundation. For accepted proposals, the Holmen Area Foundation Board may attempt to match donors with grant applicants, perhaps by publicizing the request in HAF's newsletter or by other means.

WHO CAN APPLY?

School District of Holmen teachers and staff are encouraged to apply for grants from the Holmen Area Foundation as well as any community member in partnership with School District of Holmen staff.

TIMELINE:

Application deadlines are October 1 and February 1. Please be advised that applications received by **October 1** will be considered for projects to be carried out during **the following spring semester**, and applications received by **February 1** will be considered for projects to be carried out during **the following fall semester**.

The HAF Grants Committee may schedule an interview with you to discuss the application. You will be notified whether a grant has been awarded or denied approximately six weeks after the application deadline. Projects awarded funding for the October 1 deadline will be implemented the following spring semester. Projects awarded funding for the February 1 deadline will be implemented the following fall semester. Final Report, expenses and receipts must be submitted within 12 months of fund allocation.



Viking Fund for Educational Excellence Grant INSTRUCTIONS

GUIDELINES & RESTRICTIONS:

- Grant award amounts vary. Larger grants are generally awarded for projects that involve multiple classrooms, cross disciplines, or involve more than one school. Indicate if the request must be funded in full to implement.
- Grant recipients are required to carefully track expenses and save receipts for use of grant funds. A form will be provided at the time of the award. Any unused grant funding (\$20 or more) must be returned to HAF.
- Grant recipients are required to submit a Final Report to help HAF ensure effective grant making and data collection.
- All applicants must have completed Final Reports from previous grant projects before any additional funding is approved. Failure to submit Final Report within 12 months of fund allocation may adversely affect future funding.
- HAF typically provides seed money for creative projects and should not be considered a resource for long-term, ongoing funding.
- HAF does not reimburse for previously incurred expenses.
- Any proposed hardware/software **must** have the written approval of the School District of Holmen's Technology Director **before** the grant is submitted.
- HAF places a lower priority on funding of: computer software, classroom sets of books, food, and transportation expenses.
- HAF does not provide funding for staff salaries (e.g. substitute teachers).

TO APPLY FOR A GRANT:

1. **COMPLETE** all sections of the HAF Viking Fund for Educational Excellence Grant *Application Cover Sheet and Proposal Outline*. Please type the narrative portion of the application.
2. **SIGN** the application. Have the application signed by:
 - a. Applicant (**required**)
 - b. Curriculum Supervisor (if applicable)
 - c. Building Principal (**required**)
 - d. Technology Director (if applicable) **NOTE:** any proposed hardware/software **must** have the written approval of the School District of Holmen's Technology Director.
3. **SUBMIT** the application via email (.pdf format) to info@HolmenAreaFoundation.org or hard copy to P.O. Box 432, Holmen, WI 54636.

Application deadlines are October 1 and February 1. Please be advised that applications received by **October 1** will be considered for projects to be carried out during **the following spring semester**, and applications received by **February 1** will be considered for projects to be carried out during **the following fall semester**



APPLICATION COVER SHEET

Viking Fund for Educational Excellence Grant

Please check type of grant being applied for:

CLASSROOM INNOVATION

WISH LIST

Amount Requested: Total Project Budget: \$ Partial Funding? Yes No

Contact Name: _____	Position/Title: _____
Email Address: _____	School Name: _____
School Phone: _____	School Address: _____

Project Title: _____

Population to be Served by Project: _____

Duration of Project From: _____ To: _____

Applicant Signature _____	Print Name _____	Date _____
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I am aware of this grant application and confirm that there is no other funding available for the applicant. Furthermore, I verify that this project supports district, school, and curricular goals.

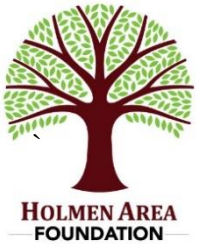
Curriculum Supervisor Signature _____	Print Name _____	Date _____
Building Principal Signature _____	Print Name _____	Date _____
Technology Department Signature (if needed) _____	Print Name _____	Date _____

For HAF Office Use Only

Grants Committee/Board Meeting Dates: _____ Total Amount Approved: _____

Pay Grant From: _____ Final Report Due Date: _____ Grant Number: _____

Mail or Email Completed Application to:
 Holmen Area Foundation | P.O. Box 432 | Holmen, WI 54636
info@HolmenAreaFoundation.org



PROPOSAL OUTLINE

Viking Fund for Educational Excellence Grant

Applicants should use this outline format to present their case clearly and concisely. Applicants must address **all** sections and topics for an application to be considered. Incomplete applications will be returned to the applicant and not be considered for funding.

1. **PROJECT SUMMARY:** Briefly summarize the proposed project. **Do not exceed one paragraph.** Identify the following:
 - a. the need being addressed
 - b. the project’s objectives
 - c. the proposed strategy for achieving the objectives

SUMMARY:

2. **BUDGET:** Detail your budget request using the format below. HAF does not generally fund transportation costs except for delivery of materials. For expense guidelines, refer to descriptions of specific grant programs on Page1 of *Instructions for Applicants*.

Materials/Equipment/Services	Quantity	Supplier	Amount
_____	_____	_____	\$
_____	_____	_____	\$
_____	_____	_____	\$
TOTAL:			\$

If HAF is not the only source of revenue for this project, please list the other sources:

Sources of Revenue	Proposed/Pending Amount	Approved/Received Amount
_____	\$	\$
_____	\$	\$
_____	\$	\$
TOTAL:		\$

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PROPOSAL OUTLINE
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3. **PROJECT NARRATIVE:** Provide a clear, concise description of your project. **Do not exceed two pages.** Include the following:
- a. Describe the special need or problem the proposals project addresses.
 - b. Explain how the proposed project is particularly innovative/unique to the Holmen School District.
 - c. Describe the objectives of the proposed project using:
 - i. measurable terms;
 - ii. methods used to implement the objectives;
 - iii. materials that will be needed; and
 - iv. a timeline for implementation.
 - d. Identify the following:
 - i. the number of students affected by this project;
 - ii. the grades of the affected student population; and
 - iii. how that information was determined.
 - e. Detail how you will determine
 - i. whether your objectives have been achieved;
 - ii. whether your project is successful; and
 - iii. the potential long-range benefits.

NARRATIVE:

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