



HAUPPAUGE EDUCATIONAL FOUNDATION GRANT REQUEST

The Hauppauge Educational Foundation recognizes the need to provide our students with well-rounded education and seeks applications for programs that will supplement the prescribed curriculum and enrich the educational experience for all our students. We will consider funding programs that fall within the scope of the HEF mission.

Directions:

- Before proceeding with your grant application please carefully review the eligibility requirements outlined.
- Once eligibility is determined proceed by completing the grant application. Be sure to answer all the questions and include the total amount requested along with an itemized list detailing all expenses.
- Feel free to use as many pages as needed to complete your application.
- The foundation accepts and responds to grant applications throughout the year.
- Completed *grant application* along with *administration's approval* should be mailed to:

The Hauppauge Educational Foundation

Grant Requests
495 Hoffman Lane
P.O. Box 6006
Hauppauge, NY 11788

HAUPPAUGE EDUCATIONAL FOUNDATION GRANT REQUEST (cont.)

Eligibility:

- The Hauppauge Educational Foundation provides support in the form of grants and matching funds for program development and/or pilot programs.
- The foundation makes grants to the Hauppauge School District, its teachers, administrators, students and community groups.
- All requests for funding must clearly demonstrate the mission of the Foundation-supporting student success through lifelong learning.
- Equipment and materials that are essential to the function and operation of a course will not be eligible for a grant. HEF aspires to fund equipment and materials that are above and beyond the scope of the district's budget.
- Equipment and materials purchased through an HEF grant become the responsibility of the school district. All grants should be self-sustaining beyond the initial grant period. Replacement, maintenance, and upgrades to equipment are not guaranteed by HEF.
- Grants approved by HEF are subject to final approval by the Hauppauge School District Business Office.

HAUPPAUGE EDUCATIONAL FOUNDATION GRANT APPLICATION

NAME OF APPLICANT (S): _____ DATE: _____

GRANT PROPOSAL TITLE: _____

GRANT PROJECT DESCRIPTION

Please provide a brief statement for each of the areas listed below. Include sufficient factual information regarding the number of students who will profit from this grant and specify how the proposed funding would help them to acquire life-long-learning skills.

1. APPLICANT'S PROFILE
2. DESCRIBE THE PROPOSED PROGRAM
3. VALIDATE THE NEED FOR THE PROGRAM
4. HOW WILL STUDENTS BENEFIT FROM THIS PROGRAM
5. APPROXIMATE THE NUMBER OF STUDENTS THE PROGRAM WILL ACCOMMODATE
6. IDENTIFY PROGRAM AND/OR PROJECT LEADERS
7. INDICATE PLANS FOR CONTINUATION OF YOUR PROGRAM ONCE FOUNDATION FUNDS ARE EXHAUSTED
8. OTHER FUNDING SOURCES EXPLORED: YES NO . IF YES, LIST NAME(S) OF FUNDING
9. OTHER FUNDING SOURCES RECEIVED: YES NO . IF YES, LIST THE AMOUNT(S)
10. ANY ADDITIONAL SIGNIFICANT INFORMATION

GRANT PROPOSAL COST *(Please list itemize costs to include all that applies)*

- A. EQUIPMENT
- B. SUPPLIES AND/OR MATERIALS
- C. CONSULTATION FEES
- D. PROFESSIONAL SERVICES
- E. RELATED EXPENSES

TOTAL AMOUNT REQUESTED: _____

SIGNATURE(S) OF GRANT APPLICANTS _____ DATE _____

ADMINISTRATION (Building or Department Chairperson)

I have reviewed the eligibility and application with the applicant and understand that HEF only funds projects that are beyond the scope of the school district. I understand that equipment and materials purchased through an HEF grant become the responsibility of the school district. Replacement, maintenance, and upgrades are not guaranteed by HEF.

Signature: _____ Date: _____

Print Name: _____