



Hamilton Wenham Education Fund

GRANTS PROGRAM GUIDELINES AND POLICIES

If you have questions or would like to discuss the feasibility of an idea for a grant proposal, please contact Edfund Grants Committee Chair Heather Ryan at heather_ryan@yahoo.com

Goals of the Edfund Grants Program

- To encourage and support innovative projects in teaching and learning that are consistent with Hamilton Wenham's district-wide goals and priorities beyond the scope of the regular school budget
- To encourage leadership and creativity from teachers and administrators
- To support grants that impact a significant number of students
- To support grants that have a lasting benefit to Hamilton Wenham regional school system
- To encourage cross-school, cross-grade, and cross-curricular collaboration
- To encourage collaboration among teachers, administrators, parents, and community groups to benefit the Hamilton Wenham Regional School District. Edfund grants are not intended to replace or relieve existing responsibility for public funding or programs for the public school system, nor are they intended to substitute for normal budget growth and maintenance.

Grant Categories and Eligibility

- Mini-Grant--\$1000 or less. Any teacher or staff member in the Hamilton Wenham Regional School District may apply for a Mini-Grant up to \$1000.
- Project Grant—Over \$1000. Any teacher or staff member in the Hamilton Wenham Regional School District may apply for a Project Grant of \$1000 or more. In addition to the criteria listed on page 2 of these guidelines, Project grants should meet the following requirements: (1) impact the most students/teachers as possible; (2) include a plan for sharing the outcomes of the program/activity with other Hamilton Wenham schools.

What Grants May Be Funded

- Programs/activities not funded by the schools operating budget
- Equipment, supplies, and materials necessary for implementation of the proposal.
- Training required for implementation of the project
- Consultants/Speakers fees and travel
- Professional Development

What Grants May Not Be Funded

- Transportation costs
- Classroom libraries
- Teacher stipends
- User Fees

Edfund Evaluation Criteria for Grant Proposals

- Is this a creative, innovative project in teaching and/or learning, (i.e, one that involves change, expansion, adaptation, enhancement, improvement, challenge, risk, or a new technique)?
- Does the project compliment the curriculum goals of the Hamilton Wenham public schools?
- Are the goals, outcomes, and activities of the project clearly stated, and completed with adequate detail?

Grant Review Process

The Edfund Grants Committee will closely review each application according to the criteria stated above. In the event that the Committee needs further clarification of any aspect of the proposal, the applicant may be asked to meet with Committee members to offer a more detailed explanation.

Grant Publicity

Successful grant recipients are requested to assist the Edfund in publicizing their projects to parents and teachers through the school newsletter, local newspapers, and other avenues. Successful applicants must notify the Edfund about their publicity plans and follow through on those plans.

When issuing statements and/or press releases describing the project, and when presenting the result of the grant in any public forum, grant recipients are requested to include the following information: **“This project is made possible (in whole or in part) by a grant from the Hamilton Wenham Education Fund.”**