

**Hilton Education Foundation (HEF)  
Mini-Grant Funding Guidelines**

Please use these guidelines to complete the Mini-Grant Application. Please address all portions of the application simply and directly to enable the HEF Mini-Grant Review Committee to have a clear understanding of the request. **All applications must have the approval of the appropriate building level administrator.**

**NOTE:** Please limit attached pages to no more than one additional page for the Program/project description and one additional page for the Budget

Program/project description. Explain: *(no more than one additional page may be attached)*

- Purpose/Goals/objectives of the program/project :
  - Describe the purpose of the program or project.
  - Describe the goals and objectives of the program or project.
- Students/Schools served by this program/project
  - Describe the age, grade, or specific student or school characteristics that will be served by this program/project.
- Measures of the effectiveness of the project/program (i.e. test scores, attendance rates, increased parental involvement)
  - Describe the type of activities that will be involved and when they might be taking place
  - Describe the way in which you will measure student success and what methods and tools will be used.
- Evaluation/Final report on the program/project
  - A final report and electronic pictures are required at the conclusion of the program/project or no later than a month after the conclusion. The final report should summarize and the program/project as well as the important outcomes of the program/project. (The Foundation reserves the rights to use the final report and pictures on the Foundation Web site).
  - How will you share what you have learned with HEF and others? (Ex. Presentation, student work, etc.)
- Budget *(no more than one additional page may be attached)*
  - Prepare an itemized list of proposed purchases and expenses.
  - All funds must be applied to the program/project as outlined or returned to the HEF for use by other teachers.
  - A detailed list of the money spent on the program/project with original receipts need to be provided in the final report.

**Hilton Education Foundation  
Mini-Grant Funding Criteria**

Teachers, staff, and administrators employed by the Hilton Central School District are eligible to apply for mini-grants. Student groups are may apply with supervision by a HCSD staff member. All Mini-Grant proposals will be submitted to the Hilton Education Foundation using the application form.

The purpose of the Mini-Grants program is to provide educators in the Hilton Central School District with an alternative way to obtain funding for educational initiatives, projects or other specified needs. The focus of all Mini-Grants should be the direct benefit to the education of students with preference given to proposals that reach the greatest number of students and offering the most promising outcomes.

Mini-Grant proposals will be evaluated based on the following criteria:

- Proposal is consistent with the purpose of the Hilton Education Foundation.
- Proposal represents an extraordinary expense, one that would not ordinarily be funded through the Hilton Central School District's annual budget.
- Proposal closely aligns with the NYS Learning Standards and the Hilton Central School District academic standards.
- Proposal is cost effective, with respect to the overall cost and number of students being served.
- Proposal has potential for the transfer of knowledge and/or application, such that others could replicate or build upon the program/project and extend its use.
- Proposal demonstrates QUALITY and VALUE. It has a high likelihood of success, clarity of purpose and/or possesses creativity or cutting-edge attributes.

**NOTE:** Requests for technology, audio-visual items, t-shirts and/or clothing or other equipment are not being funded at this time.

Contact Hilton Education Foundation Mini-Grant Committee Members [www.hiltoneducationfoundation.org](http://www.hiltoneducationfoundation.org) for additional information

*All materials funded by the Mini-Grants become the property of the Hilton Central School District.*

### **Hilton Education Foundation Mini-Grant Payment Process**

Obtain a Mini-grant application

Complete the application

Obtain all signatures: Building principal

For purchase to be made by the individual teacher:

- Obtain a copy of the Hilton Education Foundation tax-exempt number from the Hilton Education Foundation Treasurer (Tim Gagnon). The tax-exempt number must be submitted with the purchase. If this is not submitted, the Hilton Education Foundation will not be responsible for any tax incurred by the purchase.
- Purchase the item and submit the original sales receipt to the Hilton Education Foundation Treasurer (Tim Gagnon). **NOTE:** Copies will NOT be accepted.
- The Hilton Education Foundation Treasurer will provide a check for the total amount of the purchase up to the approved amount.

For purchases made through the Hilton Central School District general fund account and reimbursed by HEF (ex. technology, equipment)

- Contact the person responsible for purchase orders in your building
- Complete a Purchase Order using a district general fund account code (indicate on the PO this is an HEF mini-grant purchase)
- Send a copy of the Purchase Order to Sandy Ricciuto, District Treasurer in the Business Office
- When the purchase order is paid the District Treasurer will notify the Hilton Education Foundation of the amount
- The Hilton Education Foundation will send a check to the District Treasurer
- The District Treasurer will credit the amount back to the general fund account used for the purchase
- Upon receipt of the item, obtain a Donation form from Pat Unterborn, District Clerk, to be submitted to the Board of Education for acceptance (all items donated to the Hilton Central School District must be reported to the Board of Education)

Transportation requests:

- Notify Paula Schroth in the Transportation Department that this is an HEF mini-grant trip
- Transportation Department will initiate an invoice to the Hilton Education Foundation
- HEF will send a check to Sandra Ricciuto, District Treasurer

Contact: Tim Gagnon, Hilton Education Foundation Treasurer, ([tgagnon@hiltoneeducationfoundation.org](mailto:tgagnon@hiltoneeducationfoundation.org) or 585-727-3418) or Sandra Ricciuto, District Treasurer, ([sricciuto@hilton.k12.ny.us](mailto:sricciuto@hilton.k12.ny.us) or 585-392-1000 ext. 7095) for assistance.

Completion of the Mini-Grant

- A summary of the outcomes for the grant along with electronic pictures are to be sent to the mini-grant coordinator one month after the completion of the grant.

Contact Hilton Education Foundation Mini-Grant Committee Members [www.hiltoneeducationfoundation.org](http://www.hiltoneeducationfoundation.org) for additional information

Revised 11/2012 8/21/2013



# APPLICATION FOR MINI-GRANT FUNDS

Please complete the following form and return to:

Hilton Education Foundation  
PO Box 232  
Hilton, N.Y. 14468

**Please provide the following information about your program or project.**

**Limit attachments to one additional page for the application and one additional page for the budget.**

Title of the program/project \_\_\_\_\_ Date(s) of the program/project \_\_\_\_\_

Contact Person \_\_\_\_\_ Date Submitted \_\_\_\_\_

School/Department \_\_\_\_\_ Title/Position \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Check the type of program/project that best describes the request: (Technology, audio-visual items, t-shirts and/or clothing are no longer being funded)

\_\_\_ Training

\_\_\_ Classroom Materials

\_\_\_ Transportation

\_\_\_ Special Project \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

Total cost of this program/project: \$ \_\_\_\_\_ Amount requested from The Hilton Education Foundation? \$ \_\_\_\_\_

**Program/project description.** Explain the following:

- Purpose/Goals/objectives of the program/project
- Students/Schools served by this program/project
- Measures of the effectiveness of the project/program (i.e. test scores, attendance rates, increased parental involvement)
- Evaluation: A final report on the success of the program/project and how you will be sharing the learning with others.

**Budget:** How will you use the money from the mini-grant.?

Is the school or District providing support for this program/project (space, staff, equipment, etc.)? Explain.

\_\_\_\_\_

Have you applied for funding from other sources for this program/project? \_\_\_\_\_ If yes, provide the name of the organization and the amount of funding received \_\_\_\_\_

Have you applied for a Hilton Education Foundation grant in the past? \_\_\_\_\_ If yes, provide the date, the amount received, and the title of the program/project funded. \_\_\_\_\_

\_\_\_\_\_