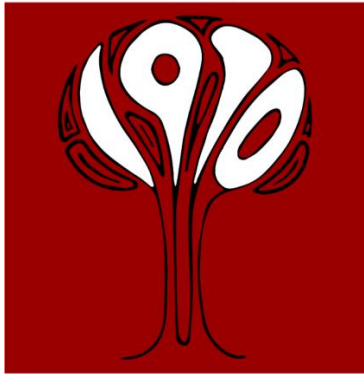


Hilton Class of 1970



Alumni Fund

GRANT GUIDELINES

The Hilton Education Foundation (HEF) supports and encourages Hilton Central School District's educators in their quest to provide an enriching academic environment for their students. The Hilton Class of 1970 Alumni Fund (operating under the umbrella of HEF) will grant requests promoting educational innovation in the PreK-12 classroom that would otherwise not be funded by the Hilton Central School District budget.

The Hilton Class of 1970 Alumni Fund will consider funding grant requests that fall within, but not limited to, the following areas of classroom instruction:

- Science/Technology
- Fine Arts
- Math
- Reading/Writing/Languages
- Social Studies
- "Specials" Areas/Electives

APPLICANTS:

Individual teachers or teacher teams (Pre-K-12) of the School District may request funding from the Hilton Class of 1970 Alumni Fund for a Teacher/Educator (TE) Grant. Additionally, principals and district administrators of the School District may request funding for a Principal/Administrator (PA) Grant.

Funding may be requested for:

- Materials, tools and equipment requests as they relate to and support the proposed project.
- Special programming such as visiting authors or artists, assembly programs and field trips related to the proposed project.

LIMITATIONS:

Funding will **not** be granted for:

- Structural Facility Renovations or Maintenance
- Organized/Competitive Athletic Programs
- Basic classroom staples (books, classroom supplies, etc.)

APPLICATION GUIDELINES:

Please only submit a completed application, which must include the following items:

- A. Application form with appropriate signatures of Building Principal and/or Assistant Superintendent for Instruction.**
- B. Rationale statement for your proposed program**
(Why is your program needed and how is your program innovative?)
- C. A description of your proposed program's goals and objectives**
(What do you hope to achieve through your program?)
- D. Evaluation criteria and plan**
(How will you know that you've reached your program's goals?)
- E. A detailed itemized budget with a specific dollar amount requested.**
- F. A specific timeline for the proposed project with an indication of when you expect to reach your goals and objectives.**

GRANT PROCEDURES:

- Please submit your completed application, with appropriate signatures, and all pertinent attachments to: HiltonClassof1970AlumniFund@HiltonEducationFoundation.org
- The Hilton Class of 1970 Alumni Fund Directors will review all applications and make award decisions regarding all grant proposals. Awarding of grants is at the sole discretion of the Hilton Class of 1970 Fund Directors. *Grant proposals will be judged on merit; however, please note that available funds are limited.*
- Grant applications will be reviewed and approved quarterly. (Application for a grant may be submitted to request funding during the current school year or for the following school year.)
- Grant funds will be disbursed to successful applicants by the Hilton Education Foundation at the direction of the Hilton Class of 1970 Fund Directors.
- Grant funds must be used by the end of the academic year for which they are awarded. Any funds that are not used for their approved purpose by this time will be forfeited and returned to the Hilton Class of 1970 Alumni Fund.
- Any materials purchased as part of a grant are property of the Hilton Central School District.

EVALUATION/ FOLLOW-UP: Evaluation and follow-up forms, provided to successful applicants, must be submitted to the Hilton Class of 1970 Alumni Fund within 4 weeks of project completion.