HANCOCK EDUCATION FUND
Grant Application Guidelines

The grant deadline is the first Friday in March.

THIS GRANT REQUIRES THAT YOU CONTACT KIMBERLY BASH, PROGRAM DIRECTOR – COLLECTIVE IMPACT AND COMMUNITY COLLABORATION, AT 419-425-1100 OR kbash@community-foundation.com TO DISCUSS YOUR PROJECT IDEA AND RECEIVE TECHNICAL ASSISTANCE BEFORE WRITING AND SUBMITTING YOUR GRANT PROPOSAL.

GRANT APPLICATION GUIDELINES

1. Projects must provide 21st Century Student Outcomes. These are knowledge, skills and expertise students should master to succeed in work and life in the 21st century. For more information, go to www.21stcenturyskills.org.

Projects MUST include three or more of the following 21st Century Skills:

- Global Awareness
- Financial, Economic, Business and Entrepreneurial Literacy
- Civic Literacy
- Health Literacy
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Communication and Collaboration
- Information Literacy
- Media Literacy
- ICT (Information, Communications and Technology) Literacy
- Flexibility and Adaptability
- Initiative and Self-Direction
- Social and Cross-Cultural Skills
- Productivity and Accountability
- Leadership and Responsibility

2. Projects with potential impact beyond the initial grant period will be given priority.

3. Interdisciplinary projects will be favored.

4. Parent involvement will strengthen a proposal.

5. Grants may not be used for tuition or to pay public school personnel.
6. Grant funds must supplement, not replace, state or local school funds.

7. Grants that include a technology component MUST show a compelling need and strong connection to increased student achievement. Schools requesting funds for technology must also describe how the request fits in to the overall district technology plan. This should include a support statement from the district technology supervisor and that individual's signature on the application (an additional signature line can be added for this).

8. Projects will not be refunded in subsequent years except in rare circumstances; however, the educator may initiate another project.

9. Grant application must be typed.

10. Applicants must be currently employed in a school district located in Hancock County.

11. Applicants must provide a minimum of a 30% funding match (at least 15% cash and 15% in-kind to the project).
Hancock County Education Fund members have developed the following list of questions. These are questions they ask themselves as they evaluate grant proposals. These ideas are provided to assist in developing proposals. Please make sure you address each question in your proposal!!

<table>
<thead>
<tr>
<th>General Guidelines</th>
<th>Acceptable</th>
<th>Needs Clarification</th>
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<tr>
<td>Is the grant readable, neat, typed and completely filled out?</td>
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<td>Does the grant use good grammar, spelling and punctuation?</td>
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<td>Does it follow guidelines established for the types of grant: teacher, school, or collaborative?</td>
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<td>Does it meet the guidelines of the Hancock Education Fund?</td>
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<td>Is the grant specifically directed toward students?</td>
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<td>Is the grant well thought out?</td>
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<tr>
<th>Statement of Need</th>
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<th>Needs Clarification</th>
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<tr>
<td>What is its immediate use and how will it be used in future years or affect future years?</td>
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<td>How many students will be affected or how many grades?</td>
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<td>What type (Special Education, etc.) of students will be benefiting?</td>
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<td>To what extent will this project benefit students and school(s)?</td>
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<td>Does it show a need not met by regular school programs and curriculum?</td>
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<tr>
<th>Description</th>
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<tr>
<td>How complete is the description of the project?</td>
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<td>Does it include all the important components?</td>
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<td>Is it realistic?</td>
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<td>Does it clearly explain what the project is all about?</td>
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<td>Is it concise and to the point?</td>
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<td>Does it include the age of students participating?</td>
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<td>Will this be an on-going program?</td>
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<td>Goals</td>
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<td>Are the goals attainable?</td>
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<td>Are the goals realistic?</td>
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<td>Are the goals clearly defined?</td>
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<td>Are the goals appropriate for the age or ability level of the students?</td>
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<td>Is it a ‘student’ project and do the goals reflect this?</td>
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<th>Objectives</th>
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<td>Are the objectives realistic?</td>
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<td>Are the objectives specific?</td>
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<td>Are the outcomes realistic?</td>
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<td>Are the objectives geared toward all participants?</td>
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<td>Are the objectives achievable within budget?</td>
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<td>Can objectives be measured?  How will they be measured?</td>
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<td>Is the project correlated to the state standards?</td>
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<tr>
<th>Timetable/Procedures</th>
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<th>Needs Clarification</th>
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<td>Is the order of events appropriate?</td>
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<td>Is flexibility built into the timetable and procedures?</td>
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<td>Is the timetable realistic?</td>
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<td>Are the timetable and procedures understandable?</td>
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<th>Budget</th>
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<tr>
<td>Is the budget realistic?</td>
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<td>Have all additional resources been investigated? (Donations, collections, etc.)</td>
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<td>Is there a minimum of a 30% funding match (at least 15% cash and 15% in-kind) listed?</td>
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<td>Are alternative means of funding explained? (If price increases, loss of funds, disaster of initial project, what will happen?)</td>
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<td>Is local school(s) assisting at all?</td>
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<td>Are the monies to be used as start-up funds?</td>
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<td><strong>A specific, line item budget must be provided. If ordering items, make sure to include shipping in the total cost.</strong></td>
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<td>Does specific itemization show the project has been thought out and researched as to other possible funds available?</td>
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<td>Is food for actual project or used as reward?</td>
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<tr>
<td>Plan for Evaluation of Project</td>
<td>Acceptable</td>
<td>Needs Clarification</td>
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<td>Are the types of evaluations to be used specific, diverse and complete?</td>
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<td>Is the evaluation information to be used for various reasons: evaluate particular project, develop future activities, improvement of project?</td>
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<td>Are there specific criteria to measure success/failure?</td>
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<td>Is there a purpose behind the evaluation? Can it be used to improve the program and/or support continuation of the project?</td>
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<td>Is it realistic?</td>
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<td>Is it measurable?</td>
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<td>Are specific measuring devices in place from the beginning of the project?</td>
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<td>Is there a definitive plan for evaluation to show how the project’s objectives and goals were met (or not met)?</td>
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<td>If using a specific evaluation tool, make sure it is included in the application packet.</td>
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<td>Is the grant sustainable?</td>
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