



## HANNA FOUNDATION MINI-GRANT GUIDELINES

### **Mini-Grant Program**

The Foundation shall make funds available to staff in Susquehanna Township School District to enhance educational opportunities for students, particularly grant opportunities that involve technology, innovation, *and the Ideal Learning Experience (ILX)*.

Believing that an annual school district budget can only reach so far, we are providing additional funds to supplement educational efforts in our schools directly requested by those who will provide the instruction. **These funds should represent item(s) that the applicant could NOT receive from the district through the normal budgeting process.** If the item(s) or materials could have been allocated through district budgeting, **the grant will not be approved.** PLEASE COMMUNICATE WITH YOUR ADMINISTRATOR ABOUT YOUR APPLICATION; ADMINISTRATIVE APPROVAL IS REQUIRED FOR SUBMISSION.

### **Awarding of Mini-Grants**

The Foundation offers monetary grants to teachers, teacher teams, administrators, counselors, students, student organizations and other district-approved organizations. Grant proposals will be reviewed by a Foundation Programming Committee and approved by the Board of Trustees. **WE WILL AWARD FUNDS TO PROPOSALS THAT BEST ALIGN WITH THE GOALS AND OBJECTIVES OF THE FOUNDATION AS WELL AS THE STSD MISSION, VISION AND VALUES, AND COMPREHENSIVE PLAN.** Preference may be given to a building an attempt to best distribute assistance evenly across the school district or where it is most needed. Based on available funds, not all proposals will be funded. Those proposals that are not funded will be added to the Wish List and may be submitted again.

Preference will also be given to grants that support innovation and creativity to improve and evolve educational instruction and the ability to educate students. This may include programming and materials that bring first-time instruction or new opportunities to the district that otherwise would not be available or offered at that time.

### **Mini-Grant Eligibility**



- **Mini-Grants will be awarded to initiatives that include programming.** Programming is defined as live instruction or interaction with students that would supplement their educational experience at STSD, including before and after school clubs or activities.
- Mini-Grants applicants may apply for a Mini-Grant that will impact a student population larger than an individual classroom.
- **Mini-Grants can be awarded for supplemental resources or additional needs** of teachers or staff that would not include additional instruction.
- If there are questions related to eligibility, please direct them to the Executive Director of the Foundation to assist in the best way to structure the request.

### **Grant Type #1 - Mini-Grants for Programming**

**This includes all grants that contain a component of new instruction or interaction with students to provide a learning opportunity.** These Mini-Grants generally involve programming that goes beyond an individual classroom for enrollment. The request for the grant may include many components such as funding instruction, purchase of curriculum or programming materials, supplemental materials, and more. **Programming Mini-Grant awards will typically be \$500 or greater.**

### **Grant Type #2 - Mini-Grants for Educational Resources or Materials**

**This includes grants specific to the purchase of materials or resources to be used directly in the classroom or current school programs or activities.** These grants do not need to include the creation of new programming in which the materials would be used. An example of an Educational Resource or Materials Grant would be unique art supplies used in art classes at a given grade level, or classroom materials needed for a innovative project that is not already part of the district budget. Materials or resources could include anything from a technology purchase to basic classroom needs. Grants can also include funding for a field trip or other educational experiences. **Resources or Materials Mini-Grant awards will typically be \$100 or greater.**

### **Mini-Grant Conditions:**



- Purchases needed for approved grants will be reviewed by the Foundation. The Foundation will purchase the materials unless STSD requests the purchase be made through STSD.
- All purchases made with grant funds become the property of the STSD, and all durable materials will be housed by STSD.
- Each grant will be evaluated upon its alignment with the HANNA Foundation mission and vision; its impact on students, staff, and/or community; its inability to be funded through the district's annual budget or by other means; the appropriateness of the budget to the request; and its innovative *and technological qualities as well as its ability to drive forward the Ideal Learning Experience (ILX)*.
- If available, the grantee will provide the Foundation with photo(s) and/or testimonial(s) from students, staff, and parents about the grant along with the assurance that students in photographs have media release permission on file. The more information and success stories that we receive, the more favorably a grant proposal/renewal by the same applicant for the future will be viewed.
- The grantee will complete the Mini Grant Assessment Form and submit it to the Foundation as a summary of the grant. The Assessment Form will help determine the success of the grant.
- If practical, the grantee agrees to acknowledge the HANNA Foundation as the Grantor, i.e., use of the HANNA Foundation and Mini-Grant Program logos on all grant materials, verbal acknowledgement with possible school board and parent presentations and, as envisioned by the grantee/Foundation/STSD.
- Approved programming grants from the previous year may select the Fast-Track Option to be reviewed prior to the deadline. Programs that demonstrate and achieve success can be renewed as soon as possible for staff to plan and improve.

### **Mini-Grant Application Deadlines:**



**Completed Mini-Grant Applications for the 2021-22 school year will be accepted two times.** If the grant application is not received by the date listed, it will be reviewed with the next grant cycle.

**FEBRUARY 25, 2022**

**MARCH 25, 2022**

The Programming Committee will review all eligible applications and contact the applicant with any questions prior to next monthly Foundation Board Meeting. Applicants can be given the opportunity to meet with the Programming Committee to fully explain their request if desired, and or needed.

**How to Apply:**

Complete and scan the following as ONE document and submit to the Foundation at the information below:

- 1. Mini-Grant Application**
- 2. Grant Narrative**
- 3. Budget**
- 4. Requisition Sheet**

**Contact Information:**

**Cara Klinger**

*Programming Committee Chair*

[cklinger@hannasd.org](mailto:cklinger@hannasd.org)

**HANNA Foundation**

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