



HANCOCK EDUCATION FUND Grant Application Guidelines

Grant deadlines are the first Friday in March and the first Friday in October

GRANT APPLICATION GUIDELINES

1. Projects must have educational content that encourage global literacy and sensitivity to foreign cultures.
2. Projects must emphasize creative student thinking and teaching innovative skills.
3. Projects must emphasize developing good people skills, communication skills and working in student teams
4. Projects with potential impact beyond the initial grant period will be given priority.
5. Interdisciplinary projects will be favored.
6. Parent involvement will strengthen a proposal.
7. Grants may not be used for tuition or to pay public school personnel.
8. Grant funds must supplement, not replace, state or local school funds.
9. Grants may not be used to purchase technology equipment.
10. Projects will not be refunded in subsequent years except in rare circumstances; however, the educator may initiate another project.
11. Grant application must be typed.
12. Applicants must be currently employed in a school district located in Hancock County.



HANCOCK EDUCATION FUND Grant Evaluation Criteria List

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.

General Guidelines

- Is the grant readable, neat, typed and completely filled out?
- Does it follow guidelines established for the types of grant: teacher, school, or collaborative?
- Does it meet the guidelines of the Hancock Education Fund?
- Is the grant specifically directed toward students?
- Is the grant well thought out?

1. Statement of Need

- What is its immediate use and how will it be used in future years or affect future years?
- How many students will be affected or how many grades?
- What type (Sp.Ed. , etc.) of students will be benefiting?
- To what extent will this project benefit students and school(s)?
- Does it show a need not met by regular school programs and curriculum?

2. Description

- How complete is the description of the project?
- Does it include all the important components?
- Is it realistic?
- Does it clearly explain what the project is all about?
- Is it concise and to the point?
- Does it include the age of students participating?
- Will this be an on-going program?

3. Goals

- Are the goals attainable?
- Are the goals realistic?
- Are the goals clearly defined?
- Are the goals appropriate for the age or ability level of the students?
- Is it a 'student' project and do the goals reflect this?
- Do the goals follow the grant guidelines and Hancock Education Fund objectives?

4. Objectives

- Are the objectives realistic?
- Are the objectives specific?
- Are the outcomes realistic?
- Are the objectives geared toward all participants?
- Are the objectives achievable within budget?
- Can objectives be measured? How will they be measured?

5. **Timetable/Procedures**

- Is the order of events appropriate?
- Is flexibility built into the timetable and procedures?
- Is the timetable realistic?
- Are the timetable and procedures understandable?

6. **Budget**

- Is the budget realistic?
- Have all additional resources been investigated? (Donations, collections, etc.)
- Is in-kind support listed?
- Are alternative means of funding explained? (If price increases, loss of funds, disaster of initial project, what will happen?)
- Is local school(s) assisting at all?
- Are the monies to be used as start-up funds?
- Is the budget as **specific** as possible?
- Does specific itemization show the project has been thought out and researched as to other possible funds available?
- Is food for actual project or used as reward?

7. **Plan for Evaluation of Project**

- Are the types of evaluations to be used specific, diverse and complete?
- Is the evaluation information to be used for various reasons: evaluate particular project, develop future activities, improvement of project?
- Are there specific criteria to measure success/failure?
- Is there a purpose behind the evaluation? Can it be used to improve the program and/or support continuation of the project?
- Is it realistic?
- Is it measurable?
- Are specific measuring devices in place from the beginning of the project?
- Is there a definitive plan for evaluation to show how the project's objectives and goals were met (or not met)?