



## Hartland-Lakeside School District Grants Overview

The Hartland-Lakeside Education Foundation (The HLEF) is a partner of the Hartland-Lakeside School District. The HLEF enhances our school community by:

- Promoting connection and unity through school and community events.
- Supporting our teachers, staff, and district through volunteerism.
- Enriching education through the awarding of annual grants.

Grants may be awarded to fund experiences, materials, or teacher training. Grants have previously been awarded for items such as basketball hoops, recess equipment, soccer goals, woodworking tools, stem equipment, and gym enhancements.

Prior to filing an application, the grant applicant must get initial approval from the building principal. Starting in 2024, all major grant applicants must submit a pre-authorization form prior to completing a grant application. This form will be reviewed by HLSD administrative team. If approved, the applicant can move on to file an application. There is no pre-authorization required for micro grants except principal approval.

The HLEF has two types of grants: 1) micro grants and 2) major grants.

### Micro Grants

- Grants of less than \$250
- Available only to district administrators, teachers, and staff.
- Applications will be reviewed and approved by the HLEF board
- Applications will be accepted at any time and will be reviewed at the next HLEF Board Meeting. HLEF Board Meetings are the second Monday of each month.
- Intended to be a simple mechanism to allow district employees to request funds for small, one-off expenses

### Major Grants

- Grants of any dollar amount
- Available to district administrators, teachers, staff, students, and families
- Three grant cycles annually:
  - Cycle 1: Submit pre-authorization by March 17 | Application due April 1
  - Cycle 2: Submit pre-authorization by July 17 | Application due August 1
  - Cycle 3: Submit pre-authorization by November 17 | Application due December 1
- Reviewed by a committee of district parents and HLEF board members
- Intended to be used for new projects and items which are above and beyond the required district curriculum—we like to think of it as the things that make our school district sparkle!

Additional information about the grant application process can be found at [thehlef.org/grant-funding](https://thehlef.org/grant-funding). Questions regarding the grant application process can be directed to [grants@thehlef.org](mailto:grants@thehlef.org).



### Micro Grant Information

District administrators, teachers, and employees are eligible to apply for microgrants. Micro grants are intended to be a simplified mechanism for district employees to request funds for smaller, one-off expenses.

#### Micro Grant Process

Visit [thehlef.org/grant-funding](http://thehlef.org/grant-funding) for micro grant application and information.

1. **Principal Approval** – Request and receive approval from your building principal for your grant idea.
2. **Submit Grant Application** – If your principal has approved your request, you may submit a micro grant application form online.
3. **Grant Evaluation** – The micro grant application will be evaluated by the HLEF board at the next regular HLEF board meeting. HLEF board meetings are held the second Monday of each month.
4. **Notification of outcome** – All applicants will be notified of the status of their micro grant application via email within approximately 4 weeks of the application.

#### Grant Criteria

All grant submissions will be reviewed in light of the following criteria:

- Supports the mission of the Hartland-Lakeside School District
- Exhibits creativity
- Improves student learning in measurable or observable ways

#### Terms and Conditions

- Microgrants may be requested for up to \$250
- Funds may only be used on items that are outlined in the application.
- Grant recipients agree to publicize the project via the school/district newsletter or website, including any pictures that might help to publicize the success of the project. This helps to promote the Foundation's support of education in the community and may be used in press releases.
- Grant funds will be transferred to HLSD Business Department for administration; consequently, keep records of how the grant funds are spent to submit a P.O. disbursement or reimbursement request.

Please see the [micro grant application](#) and [evaluation rubric](#). We look forward to seeing your inspiring grant ideas!



## Major Grant Information

District administrators, teachers, employees, students, and student families are eligible to apply for major grants. Prior recipients are eligible. Student applications are evaluated with the same criteria as those of all other applicants—as such, it is strongly recommended that an adult assist any student who chooses to apply.

### Major Grant Process

Visit [thehlef.org/grant-funding](http://thehlef.org/grant-funding) for major grant application and information

1. **Principal Approval** – Request and receive approval from your building principal for your grant idea.
2. **Submit Pre-authorization** – Submit a pre-authorization form online. The pre-authorization is a brief statement giving a general idea of the grant along with any maintenance, IT, or facilities needs. These submissions will be reviewed by the HLSD administrative team. Any ideas that will be funded by the district will be pulled from consideration at this stage.
3. **Receive Approval of Pre-authorization** – You will be informed via email of the outcome of your pre-authorization. The HLEF anticipates the pre-authorization process will take approximately two weeks, so please plan accordingly.
4. **Submit Grant Application** – If your pre-authorization is approved, you may submit a major grant application form online. To best accommodate Applicants' time and preference Applicants can choose to either (1) submit a full application or a (2) submit a short-form application and give a brief presentation at the grant evaluation meeting.
5. **Grant Evaluation** - An evaluation committee of 2 HLEF board members and 3 community members will meet to evaluate the grant submissions. Applicants who use the “short major grant application” will give a brief presentation of their grant idea. This presentation will provide the opportunity for questions and clarifications concerning the idea. Other applicants are encouraged to be available via phone, email, or text to answer questions.
6. **Notification of outcome** - All applicants will be notified of the status of their grant via email within approximately 4 weeks of the application deadline.

### Application Deadlines

To be considered, the completed application must be received by the HLEF by the deadline listed below.

- Cycle 1: Submit pre-authorization by March 17 | Application due April 1
- Cycle 2: Submit pre-authorization by July 17 | Application due August 1
- Cycle 3: Submit pre-authorization by November 17 | Application due December 1



### **Grant Criteria**

All grant submissions will be reviewed in light of the following criteria:

- Supports the mission of the Hartland-Lakeside School District
- Exhibits creativity
- Improves student learning in measurable or observable ways
- Directly impacts a significant portion of students or staff within the identified student and/or staff population
- Provides equitable access for all students and/or staff within the affected population
- Provides clear and detailed information for streamlined implementation
- Displays long term viability without ongoing financial support

### **Terms and Conditions**

- The HLEF does not set a specific dollar limit for each grant, however the total amount awarded is limited by the annual grant budget as set by the HLEF board.
- Funds may only be used on items that are outlined in the application. No other purchases are allowed without prior approval by the review team and school board.
- Grant recipients agree to complete all follow up and publicity activities listed below.
- Lack of response and follow-up may affect future grant eligibility.
- Grant funds will be transferred to HLSD Business Department for administration; consequently, keep records of how the grant funds are spent to submit a P.O. disbursement or reimbursement request.

### **Follow-Up**

At the completion of the project, or the end of the school year, the HLEF asks that grant recipients send an update with the following:

- Brief update of implementation including photos that can be shared on the newsletter and social media for the District and The HLEF.
- Recommendations or changes you would make if the project were duplicated elsewhere in the district.
- Indicate if there are any unused funds that can be released back to the HLEF to fund the next grant cycle

### **Grant Publicity**

Grant recipients are expected to publicize the outcomes/success of the project via the school/district newsletter or website, including any pictures of students or classrooms that might help to publicize the success of the project. This helps to promote the Foundation's support of education in the community and may be used in press releases.

Please see the [major grant long application](#), [major grant short application](#) (with presentation), and [evaluation rubric](#). We look forward to seeing your inspiring grant ideas!