**HAEE Grant Application Form**

**Grant Application Title:**

**Applicant Name(s):**

**Applicant Email(s):**

**Applicant Phone Number(s):**

**Title(s) and Building Affiliation(s) of Applicant(s):**

**Building and/or number of students to be impacted:**

(Note:  Applications submitted by non-School District employees require a School District Sponsor.  The Sponsor provides periodic project updates to School Officials.  The School Principal may assist with appointing a Sponsor.)

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 **Project Description**

**Objectives:** State the objectives of the project, including goals and how the goals will be measured

**Educational Excellence:** Explain why your project will support educational excellence and/or innovation

**Challenges:** State any possible challenges, and how they will be addressed

**Effectiveness:** How will the effectiveness of the project be evaluated?

**Timeline and Budget**

**Timeline:** When will the project begin and end?

**Milestones:** Identify any important milestones during the project period, if applicable

**Budget:** Include a breakdown of expenses or any matching funds being sought. Either use the table below, or upload a separate spreadsheet

|  |  |
| --- | --- |
| Item | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Budget |  |

**Approvals**

Applications with budgets $500 or less require building principal approval

Applications with budgets greater than $500 also require approval by the Assistant Superintendent, Dr. Rebecca Cunningham

Projects involving the purchase of technology also require approval by the Technology Director, Ed McKaveney

**Please place an X next to the appropriate statements, and verify approvals below (indicate N/A if not applicable):**

My grant budget is $500 or less

My grant budget is greater than $500

My grant project involves the purchase of technology

**Date approval was obtained by Building Principal:**

**Date approval was obtained by Assistant Superintendent:**

**Date approval was obtained by Technology Director:**