



The Hartford Public Schools Foundation for Quality Education **Student-Initiated Mini-Grant** program is designed to provide students with the opportunity to plan, design, implement and evaluate activities in order to:

**Facilitate student development - Develop creative learning opportunities - Promote community partnerships**

Proposals must reflect the Foundation mission to enhance learning opportunities for students, staff and/or community.

**Project Categories** include but are not limited to:

- Arts
- Technology
- Career Education
- Cultural Enrichment
- Scholastic Enhancement

**Selection Criteria:**

Reach

Realistic Budget

Clear Objectives

Creativity

Attainable Goals

**Grant Range:** Applicants are strongly encouraged to itemize costs and request only what is required.

Unused grant funds must be returned at the time of Program Evaluation Submission.

**Reporting:** An Evaluation Report must be submitted as per program deadlines.  
Failure to report may disqualify the project or staff member from future awards.

# Application Instructions

**Students**, with staff assistance, should complete the application and present it directly to the Foundation.

Presentation Night 2018 is Wednesday, April 25th at 6:00 pm Central Office

Presentations should be kept to no longer than 5 minutes.

**Applications from grades 6<sup>th</sup> and up will not be considered without the participation of a student.**

Cover letters are unnecessary. Please keep attachments to a minimum.

Please email HPSFFQE@gmail.com with any questions.

## 1. Overview:

Provide a general overview of the project.

## 2. Demographics:

Provide the project's target audience .i.e. 3<sup>rd</sup> Grade Boys – Elementary Students K to 2nd etc.

## 3. Budget:

Provide an itemized breakdown of program expenses.

## 4. Goals & Objectives:

List goals, objectives and how they will be measured.

## 5. Action Plan:

Describe the steps to goal attainment.

## 6. Additional Funding:

Indicate any other available sources of funding.

## Program Deadlines

- Applications due to Karen Williams, Central Office .....4-20-2018
- Application Presentations.....4-25-2018
- Award Announcements ..... 5-3-2018
- Program Completion ..... 6-1-2019
- Program Evaluation (for 2015-16) ..... 6-15-2016
- Program Evaluation (for 2016-17) ..... 6-15-2017
- Program Evaluation (for 2017-18) .... 6-15-2018
- Program Evaluation (for 2018-19).... 6-15-2019

**Hartford Public Schools Foundation for Quality Education**

**STUDENT-INITIATED MINI-GRANT APPLICATION**



Project Title: _____		
Student: _____		
Staff Member: _____		
Date: _____	Amount Requested: _____	Prior Recipient: Yes - No
Building: _____		
Building Principal Approval: _____		

**1. General Overview:**

2. **Demographics:**

3. **Budget:**

4. **Goals & Objectives:**

5. **Action Plan:**

6. **Additional Funding:** (if applicable)

Approved by Board of Trustees: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_