

Hingham Education Foundation Grant Recipients Procedures for Payment of Mini Grants

1. Congratulations on your successful grant application. We are delighted to support your continuing contributions to the Hingham Public Schools.
2. Funds for our 2011 grants will be available beginning July 1, 2011. *It is essential that all funds in this cycle be expended by June 30, 2012.* If at any time in the upcoming year you become aware that you may have a problem meeting this deadline, please contact your school's grant liaison. Liaisons' names and contact information are listed on your individual award letter, and on our website, www.hinghameducation.org. Our liaisons prefer to be contacted by email if possible.
3. Listed below are the instructions to receive payments on your mini grant.

Technology Grants:

- If you have a technology related grant, please contact Joseph Andrews, Manager of Technology Services for the Hingham Public Schools. Mr. Andrews may have advice for you on choice of models, preferred vendors, etc. It is also possible that the order for your equipment may need to be placed by the Hingham Public Schools in order to obtain preferred pricing. Mr. Andrews should have this information.
- If the order is placed by the Hingham Public Schools, you should make sure that Pat Velia in the business office is contacted, and has your HEF grant number. Ms. Velia will receive the vendor's invoice and will forward it to you.
- You need to send a copy of the invoice and a completed "HEF Request for Payment" form **(enclosed – additional copies available on our website) to your project manager. The project manager must approve the payment and arrange for a check to be issued to the vendor by HEF.**

Non-Technology Grants:

- You may charge any item covered by the grant to your personal credit card. Send a copy of your bill, with the grant related items circled, to your project manager, along with a completed "HEF Request for Payment", and we will issue you a check.
 - For larger items, you may prefer to contact the vendor and ask them to send the invoice directly to the Hingham Education Foundation, P.O. Box 284, Hingham, Massachusetts 02043. If you have any questions about invoices or payments, please contact the Foundation Office at (781) 740-8217, or your school's liaison.
4. **Your grant number is listed on the enclosed award letter. It must appear on every communication with the Foundation. We cannot pay invoices or assist grant recipients in any way without knowing the relevant grant number.**
 5. We ask that each grant recipient provide the Foundation with some follow-up on what our funding has made possible. This can take any form that is convenient for the recipient. Photographs of students, videos, newspaper articles, etc., help the Foundation to continue to generate the contributions that allow us to fund your requests. If you are not sure how to memorialize your use of your Foundation funding, your liaison would be glad to help with ideas. We hope to receive your follow up information by the end of the grant cycle spending period, i.e., June 30, 2011.