

Grants Fact Sheet

1. Who can apply?

Hingham Public School teachers, school administrators or other staff, parents, students or any member of the Hingham community whose proposal is supported by a school principal, administrator or faculty member.



2. What are the criteria for funding?

Proposals should meet one or more of the Foundation's objectives:

- Enrich curriculum
- Encourage professional growth
- Foster school/community relationships
- Develop creative educational programs

The HEF grant program is not intended to supplant or replace public funding of the schools.

3. For which grant should I apply?

- **Mini-Grants:** awarded up to a maximum of \$3,000
- **Major Grants:** awarded between \$3,001 - \$12,000 for capital acquisition projects and programs of significant educational impact

4. Who reviews the grants?

Mini-Grants:

Reviewed and approved by the full Board of Trustees of the Foundation.

Major Grants:

Reviewed and approved by the full Board of Trustees of the Foundation.

5. How do I apply?

A. Technology Grants

If you are applying for a grant to purchase new technology, your grant application must be submitted to Joe Andrews for review for consistency with HPS pricing and

equipment standards before it is submitted to HEF. We have created a new "Technology Grant" form specifically for technology requests. All technology grant requests must be submitted to Joe Andrews by April 13.

Unlike the other grant forms, we will not be accepting technology grant requests using the online form. Technology grant forms must be submitted to us in hardcopy by the applicant after Joe has reviewed and signed-off on the request.

We urge you to work closely with Joe from the start to ensure that you have included the appropriate technology configuration and budget. Joe can be reached at jandrews@hinghamschools.com or at HHS at 781-741-1560, ext. 1081.

The Major Technology Grant application form and the Mini Technology Grant application form are available for you to download in Microsoft Word format.

B. Mini Grants

Mini Grant applications can still be submitted two ways: online by using the online form or in hardcopy, using the downloadable Microsoft Word format.

If you are using the online form:

- Please note that we have made some improvements to the form functionality.
- [Click here for complete instructions on submitting your online Mini Grant application form](#)

If you are going to download the MS Word form:

- [Click here to download the Mini Grant application form](#)
- Complete the form (please type), print, obtain required signatures and mail it to HEF at:
Hingham Education Foundation
P.O. Box 284
Hingham, MA 02043
- Or, hand-deliver the completed application during business hours to the HEF office at 190 Lincoln Street, 2nd Floor, Hingham, MA 02043
- Do not use highlighter on the hardcopy form

Both hardcopy and online applications need to be received by the Foundation on or before April 25, 2012. Late submissions will not be considered.

C. Major Grants

Major Grant applications can still be submitted online using the online form or in hardcopy, using the downloadable Microsoft Word format.

If you are using the online form:

- Please note that we have made some improvements to the form functionality.
- [Click here for complete instructions on submitting your online Major Grant application form](#)

If you are going to download the MS Word form and download:

- [Click here to download the Major Grant application form](#)
- Complete the form (please type), print, obtain required signatures and mail it to HEF at:
Hingham Education Foundation
P.O. Box 284
Hingham, MA 02043
- Or, hand-deliver the completed application during business hours to the HEF office at 190 Lincoln Street, 2nd Floor, Hingham, MA 02043
- Do not use highlighter on the hardcopy form

Both hardcopy and online applications need to be received by the Foundation on or before **April 25, 2012**. Late submissions will not be considered.

6. When can I obtain an application?

March 1, 2012

7. When are applications due, applicants notified and awards made?

- Deadline for submission of technology grant requests to Joe Andrews for review: April 13, 2012
- Deadline for submission of all grant requests to HEF: April 25, 2012
- Notification: Early June 2012
- Awards: November 2012 at Teacher Appreciation Reception

8: I have been rewarded a grant, now how do I receive payment for an approved grant?

[Click here to download a pdf outlining the complete payment process for an approved major grant.](#)

[Click here to download a pdf outlining the complete payment process for an approved mini grant.](#)

9. If you have questions about the grant application process, you can contact your HEF School Liaison:

Mini-Grants: co-chairs: Melissa Goldman, Dana Donnelly

- PRS: Dana Donnelly, 781.749.4795, jddonnelly@comcast.net

- South: Laura Concannon, 781.741.5543, consorgi@comcast.net
- Foster: Melissa Goldman, 781.740.2950, goldmanmelissa@mac.com
- East: Julie Dale 781-740-2823, julieandchaddale@gmail.com
- HMS: Susie Hill, 781.741.2520, searhill@comcast.net
- HHS: Katherine Forbes, 781.740.2911, katherinekforbes@comcast.net

Major Grants: co-chairs: Natalie Ahern, Jane McGrath

- PRS: Jane McGrath, 781.749.7935, Jane_E_McGrath@KeyBank.com
- South: Alan McKenna, 781.749.4805, amckenna@smcattorneys.com
- Foster: Natalie Ahern, 781.749.0367, nahern@comcast.net
- East: Julie Dale 781-740-2823, julieandchaddale@gmail.com
- HMS: Susanna Hunt, 781.741.8941, susannahunt@comcast.net
- HHS: Judy Varney, 781.740.2741, jvgrhm@aol.com

*Funds for all grants are available in July.