

Immaculate Heart of Mary School HSA Mini-Grant Program

Fall 2019 Staff Grant Process/Instructions- due October 31, 2019

Program Application Process

Immaculate Heart of Mary School's HSA exists to provide encouragement and monetary support for various programs, events, and upgrades within the school which directly impact our children and promote educational excellence at Immaculate Heart of Mary School. The HSA Executive Committee will consider funding programs that fall within its formal statement of purpose and that satisfy its stated objectives.

HSA Executive Committee Members have the responsibility to all who contribute to the HSA to choose carefully how funds are to be used. All innovative ideas and programs, including technology, will be considered. Proposals that offer well thought out programs as their primary objective for furtherance of educational excellence will have the best chance of being funded. **All submissions must include vendor names, item numbers, dollar amounts, contact information for the vendor, etc. to make the ordering process seamless.**

Criteria for Funding

Proposed programs should be those that cannot be funded by the school because funds are not available.

The IHM HSA is especially interested in supporting programs that add excitement and imagination to the process of education.

Proposals that are funded must be completed within a single school year after the application date. Programs that extend beyond one year or that repeat each year will be considered annually. Multi-year programs will not be automatically funded.

Selection Process

A Staff Mini-Grant Application is attached. Applications can be submitted by one or more staff members, individually or collectively. The HSA will consider all funding requests in accordance with HSA guidelines.

HSA Executive Committee Members may require additional information, may request that the proposal be resubmitted in a subsequent funding period, or may approve or disapprove the request as originally submitted.

Proposals selected for funding will be reviewed with school administrators to assure there are no conflicts that could arise because of implementation of the program.

Proposals that are approved will be announced yearly by the HSA. Persons whose proposals are not selected for funding will be notified as to why their program was not funded. There isn't a not-to-exceed amount for funding on the grant applications. All applications will be reviewed and considered.

The HSA Board Members will make all decisions and their decision will be final and not subject to review by any other body.

Process for Submitting Proposals

- Please e-mail your completed application along with any supporting documentation to hsa@ihm.org, and place the original in HSA's mailbox.
- An administrator, preferably Mrs. Tina Morroni, **must review, approve and sign this copy before submission.** Additionally, the signature of a Technology Committee member is **required on all proposals that have a technology component.**
- Please print on only one side of an 8 ½ x 11 sheet, using as many pages as necessary.
- Questions can be directed to the HSA Executive Committee at hsa@ihm.org Email submissions to this address are permitted but a hard copy with the administrator's signature is also needed.
- **Grant Applicants may be required to meet with the review committee to further explain their grant request. In the event you are unable to attend, please contact a member of the HSA Executive Committee.**

- If your grant is approved, and once implemented, you must submit documented use with pictures to hsa@ihm.org.

Immaculate Heart of Mary School HSA Grant Program Fall 2019 Staff Grant Application Form

Deadline: October 31, 2019

Name(s) of Applicant(s):

Email address required:

Date of Application:

School: Immaculate Heart of Mary School

Grade/Subject Area/Type of Service:

Title and Description of the Project:

Estimated cost (**please itemize**) and TOTAL:

Why is this project needed?

Have you asked the school previously to fund this project?

(If so, please list, specifically, who has denied funding for this project.)

Are you planning to request funds from another source?

Estimated number of students served by this project:

Project Initiation Date: Estimated Completion Date:

How will you determine if the project has been successful?

Reviewed by:

(Signature indicating review and approval of school principal)

Additional information, comments, etc. are welcome. Please attach to this application.