

Mini Grant Application

Mission

The Red Hook Education Foundation works to enhance public education for students in our community by funding programs that promote equity and inspire excellence.

Eligibility

Faculty, staff, administrators, parents, and students of the Red Hook Central School District can submit mini---grant applications. All applications must be approved and signed by the building principal or superintendent, as applicable.

Award Amounts

Applicants are eligible for mini---grants up to \$1,000. Projects that request funding above the \$1,000 mini grant limit should contact the foundation directly to discuss a project of interest. The total amount of resources available for mini---grants may vary from year to year depending upon RHEF funding.

Criteria for grant applications

In evaluating each mini---grant application, the Foundation will consider whether a program meets the following criteria:

- Aligns with the mission of RHEF
- Is innovative and creative
- Enhances and enriches learning
- Offers the participants a unique learning opportunity
- Benefits the most students possible
- Is not currently funded by other sources
- Has goals which are clearly defined and realistic
- Has specific methods of implementation and evaluation
- Shows potential for sustainability beyond the grant period
- Leverages the resources and capabilities of other community resources

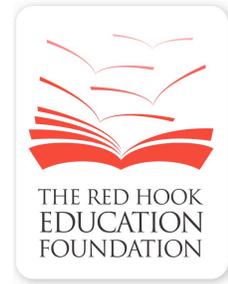
Mini---Grant applications are accepted at any time. The review process may vary in length but typically takes 30---60 days.

Upon Receipt of the Grant

Grantees will agree to use RHEF funds solely for the purpose requested. Materials purchased become the property of the Red Hook Central School District.

Grantee will provide a written summary, project evaluation and accounting of the use and effectiveness of the grant within 45 days of completion of project.

Grantees may be asked to provide information and photos for RHEF marketing purposes. The RHEF will release the names of the grant recipients through the local media and Foundation publications.



Please include the following information in your application for funding. We encourage you to copy the application questions into a separate document for submission to the Red Hook Education Foundation.

1. Application Cover Sheet

- a. Applicant Name (and title if applicable)
- b. Date of Request
- c. Telephone
- d. Email
- e. School

2. Project Details:

- a. Project Title
- b. Requested Amount
- c. How Many Students Will Participate?
- d. What grade level(s)?
- e. Does it involve partnerships with other community organizations? If yes, please specify

3. Project Goals and Description:

- a. Briefly describe your project. Please include the programs goal, objectives and method for implementation.
- b. Describe how this proposal/program meets the Foundation's criteria and the benefit it will have to District students
- c. Provide start and finish dates. Is this a one-time program or a potential multi-year program?

4. Budget/Summary of expenses: Please provide an itemized budget of estimated costs.

5. Evaluation: Describe how you will determine whether your program is successful? What will be the ongoing benefits of the program? If this is a multi-year program, how will it be sustained?

6. Signature of Principal or Superintendent: Please include a signature with date from the building principal or superintendent indicating they have read and support the application.

Please send your completed form with signature by email to:

info@redhookeducationfoundation.com

or by mail to:

The Red Hook Education Foundation, PO Box 2, Red Hook, NY 12571