

HC*EXCELL

P. O. Box 2156
Morristown, TN 37816-2156

FOUNDERS GRANT

Honoring Mr. Dwight Nelson, Mr. Takao Ogishita, Dr. Earnest Walker

HC*EXCELL will provide five (5) annual \$5,000.00 grants to enhance the quality of teaching and learning in Hamblen County, to help improve student performance and to help provide greater opportunities for students to become productive and successful citizens. The Founder Grants for 2006 – 2010 are for Arts and/or Technology.

Founders Grant Requirements

1. Participating schools will form a grant committee comprised of one teacher from each grade level, one administrator, and one HC*EXCELL Grant Committee member.
2. Each participating school's grant committee is required to attend a joint HC*EXCELL orientation meeting and a review meeting.
3. Proposals must relate positively to the educational philosophy, goals, policies and financial considerations of the Hamblen County School System.
4. Only funding requests up to but not exceeding \$5,000.00 will be accepted.
5. Disbursement of funds will be made upon approval of proposal.
6. Receipts of use of funds must accompany Project Evaluation form.
7. Funded projects must be implemented during the current school year.
8. If the proposal should be rejected, HC*EXCELL will schedule a joint grant committee meeting to discuss potential revisions.
9. All proposals must be approved by the Director of Schools for Hamblen County.
10. Equipment and other materials purchased with grant funds (other than those consumed during the project) become the property of the Hamblen County Department of Education.

Request for Funds proposals including budget detail must be submitted on or before September 30th of each year. Originals and all copies should be sent in a large envelope (no faxes, please) to:

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I. Specifications:

- A. Submit one original and six (6) copies of the proposal.
- B. The proposal should be typed using size 12 font, double-spaced with a running short title.
- C. The attached "**Founders Grant – Request for Funds Proposal**" and "**Budget Detail**" must be included.

II. **Outline for Narrative:**

A. **Section I - Proposal Justification**

1. Proposal Objective: Include a clear statement describing and justifying the purpose of this proposal.

B. **Section II - Project Description**

1. Design: Describe the target population - name the discipline(s) to be addressed, grade level(s) and number of students to benefit from the project. Include a calendar of major activities, a description of each major activity, and timelines for the activities to be accomplished.

2. Budget: Provide detailed-project budget. If applicable, list any other organizations from which you are requesting additional funds for the project.

3. Types of Project Personnel: Briefly describe the types of personnel who will administer the project and their qualifications. Also, list any organizations or types of staff members who will be directly associated with the project.

C. **Section III - Project Evaluation and Dissemination of Findings**

1. Describe how the findings from this project will be disseminated. (This may include possible conferences/meetings and other forums.)

2. Describe how HC*EXCELL's contribution will be recognized.

3. Complete the Project Evaluation form.
4. Receipts of use of funds **must** accompany Project Evaluation form.

Please note:

Donations from businesses, industries, individuals, and charitable organizations make the work of HC*EXCELL possible.

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FOUNDERS GRANT PROJECT EVALUATION COVER SHEET

SCHOOL: _____ COMMITTEE CONTACT: _____

PROJECT TITLE: _____

In narrative form (not to exceed two (2) pages in length), please evaluate this project. Indicate strengths, weaknesses, problems encountered, and progress toward attaining stated goals and objectives, and any significant changes. General comments and anecdotal experiences also are invited. This report is to be submitted at completion of the funded project (no later than May 1st of the school year funds are being requested).

- A. *Need* being addressed by the project:
- B. *Goals and objectives* of the project:
- C. *Design* of the Project:
- D. *Activities & Schedule*:
- E. *Budget*: (Please list all expenditures, **with receipt copies**, and significant budget adjustments. Excess funds are to be returned to HC*EXCELL.)

	Budgeted	Expended
<i>Personnel:</i>	_____	_____
<i>Consultants:</i>	_____	_____
<i>Permanent Equipment:</i>	_____	_____
<i>Materials & Supplies:</i>	_____	_____
<i>Travel:</i>	_____	_____
<i>Other:</i>	_____	_____
TOTAL:	_____	_____
BALANCE (to be returned to HC*EXCELL):		_____

- F. *Target Population:* (Were the goals, objectives, or anticipated results of the project achieved? What would you do differently if the project were repeated? Etc.)
- G. *Miscellaneous remarks, comments, experiences, anecdotal experiences, etc.:*