



THE HAVERFORD SCHOOL DISTRICT EDUCATION FOUNDATION SCHOOL EMPOWERMENT GRANT GUIDELINES

A. Criteria for Grants

1. Only public schools in Haverford Township are eligible to apply for a competitive School Empowerment Grant.
2. Each year, the Foundation intends to award several Empowerment Grants of between \$10-50,000 to an applicant School or Schools. The Board of the HTSD Education Foundation, however, reserves the right to decide not to award a Grant in a given year.
3. Applications must provide a detailed proposal for an impactful student body Educational Program or Project that advances the learning of the students in the School(s).
4. The Education Foundation prefers to review proposals that promise a sustainable educational impact on the School(s) and its students.
5. The Educational Program or Project must be innovative, i.e. not currently implemented or well established in the School(s) applying for the Grant.
6. The Educational Program or Project must have a cohesive theme and goal for student learning outcomes and must involve or positively affect a majority, if not all, of the students in the School(s).
7. The Grant application must include:
 - a. a statement of the Educational Program's or Project's expected **measurable** learning outcomes,
 - b. an explanation of how the Grant is expected to support and sustain those measurable outcomes, and
 - c. an assessment plan indicating how the actual outcomes of the Program or Project are to be measured.
8. The Educational Program or Project must be outside the current core curriculum or substantially extend and enhance the current curriculum provided by the District.
9. If capital improvements or equipment purchases are sought, they must be part of, and necessary to, a specific Educational Program or Project and not the sole reason for seeking a Grant.
10. Any technology purchase associated with the Educational Program or Project must be approved by the School District's Director of Technology
11. Any equipment purchased with Grant funds remains the property of the Haverford School District.
12. The execution of the Educational Program or Project must be completed within three years or fewer of the approval date.
13. A School will be ineligible to apply for another Empowerment Grant for one year following the final disbursement of funds from its prior Grant or for the duration of any active Grant
14. If the Grant is for more than one academic year, the cost of the first year must not exceed 75% of the amount awarded.
15. The Educational Program or Project must be approved by a School(s) Grant Committee from the applicant School.(see below for details)

B. Grant Application Process

1. The School Grant Committee must consist of at least: the School's Principal(s), two teachers, two students and two parents (one of whom must be an active PTO member) of the applying School.
2. The names, addresses, telephone numbers, and email addresses of the School Grant Committee members must be supplied to the Foundation with the application and before any discussion of the grant by the Education Foundation Board.

3. The School(s) Grant Committee will solicit input from the entire School community (faculty, administration, staff, students, and parents) and must report to the Education Foundation Board on how that input was elicited in its Grant application process.
4. The members of the School(s) Grant Committee are responsible for completing the School(s) Empowerment Grant application form.
5. Grant application materials must include a statement of support and approval from the Superintendent of Schools of the Haverford Township School District.
6. The members of the School Grant Committee will be requested to deliver a detailed presentation of their grant application proposal to members of the Education Foundation's Empowerment Grant Committee prior to the final grant approval process.
7. Final approval for the Grant remains solely within the discretion of the Education Foundation Board. The Board reserves the right to deny any Grant application. The Board will provide the School(s) Grant Committee with documented reasons for the denial of any Grant and permit any necessary corrections by the School(s) Grant Committee in order to re-submit the Grant application within a 15-30 day period of the original application date.
8. The grant application should include a project implementation timeline that details out the steps/tasks, timing and accountabilities/task owners to implement the program or process in the applicant school(s).
9. The Board reserves the right to change any of the policies and procedures of the Empowerment Grant program at any time in its sole discretion.

C. Payment of Grant Procedures

1. The School(s) Grant Committee will provide the Education Foundation Board with written documentation and details of the Project costs of the Program or Project on the attached budget sheet as a part of the Grant application. The specifics and sufficiency of that documentation for each application will be ultimately decided by the Board.
2. The School(s) Grant Committee must solicit the input of the School District Business Office on the requirements for bids from vendors for all work and materials supplied by vendors in excess of \$1,000. Any exceptions to this requirement must be approved by the Education Foundation Board prior to the submission of final application materials. Copies of all vendor bids must be submitted to the Board with the initial Grant application.
3. The School(s) Grant Committee members must sign a Conflict of Interest statement supplied by the Board stating they have no ties with any vendors chosen to supply work or materials for the Program or Project, and that its members do not stand to gain or benefit from the disbursement of Grant funds
4. The proceeds of the Grant will be paid out on a schedule agreed to by the Board and the School Grant Committee once the Board deems the written documentation is sufficient. The Board will pay the school district for all materials or work completed by any external vendors or outside contractors and no funds will be released directly to intermediate parties.
5. The Foundation will not be responsible for any costs which exceed the budget approved by the Board in an approved Grant.

D. Reporting and Communications:

1. Each school's grant application must include the name of an appointed school administrative point of contact who will act as the primary communication liaison to the assigned Education Foundation Empowerment Grant Committee member to facilitate the direct exchange of ongoing grant reporting and grant updates.
2. Each school's grant application must also include a pre-defined Public Relations component and communications plan (to include press releases, videos and photos of staff and student participation)
3. Once a Program or Project is approved by the Education Foundation Board, the School(s) Grant Committee will provide written reports via the School Grant Liaison on a quarterly basis (every 3 months), or as requested

by the Board, on the progress of the implementation of the Program or Project until its completion. These reports are to include:

- a. Written update on the status of the grant implementation, grant impact, and public relations.
 - b. Written budget status(actual expenses vs. budget).
4. Once a program or project is fully implemented by an applicant school(s), members of the School(s) Grant Committee will be asked to present the outcomes of the project to the Education Foundation Board.

E. Definitions

1. "Foundation" means the Haverford Township School District Education Foundation.
2. "Board" means the full Board of Directors of the Haverford Township School District Education Foundation.
3. "School" means a public school in Haverford Township.
4. "Grant" means the Foundation's School Empowerment Grant.
5. "Principal" means the Principal of the School applying for the Grant.
6. "School Grant Committee" means the committee formed at the School to oversee the Grant application process.
7. "District" means the School District of Haverford Township.
8. "Program" means a learning curriculum in language, performing or fine arts, mathematics, sciences, technology, foreign languages, civics, economics, fitness, or health.
9. "Project" means a task or plan of work that provides educational benefits to the School and its students.
10. "School Grant Liaison" means the school appointed administrative point of contact who interfaces with the Education Foundation Board Empowerment Grant Committee..