

Holdrege Public Schools Foundation

Holdrege District #44 Endowment Fund of the Phelps County Community Foundation, Inc.

Giving Back to Education

Revised – November 14, 2011

Grants Policy

This Grants Policy of the Holdrege Public Schools Foundation Committee is established for the purpose of outlining and defining the administration of the grant program of the Holdrege Schools Foundation Fund. The policy stated herein is a guideline only and is subject to change at the sole discretion of the HPS Foundation Committee, as are all other policies and procedures of the HPS Foundation Committee. The HPS Board of Education may make an exception to any printed policy upon motion duly made, seconded, and passed by a quorum of those members present and voting. Motion must state rationale for the exception. Exceptions taken in one instance do not necessarily constitute precedent exceptions for future grant decisions.

Purpose of this Policy

The Grants Program provides a means by which educators may secure financial assistance for projects and programs which will enhance professional growth and the educational opportunities of students. It is the responsibility of the HPS Foundation to recommend to the Holdrege Public Schools Board of Education the distribution of gifts to a variety projects and programs that serve the mission of the HPS Foundation and the Holdrege Public Schools.

Policy and Procedure for the Distribution of Holdrege Schools Foundation Fund Grants

I. Eligibility Requirements for Receiving a Grant

A. Qualified Grant Recipients

The Holdrege Schools Foundation Fund serves the faculty and students of Holdrege Public Schools District #69-0044 of Phelps County, Nebraska. This means that only projects or programs for the benefit of the school district are considered for support. Only faculty and staff of the Holdrege Public Schools may apply for a Holdrege Schools Foundation Fund grant.

B. Purpose of the Grant

Grants are made for the following purposes:

1. Student Growth
2. Professional Growth
3. Benefits to Holdrege Public Schools

C. Evaluation Criteria

The following criteria will be used to evaluate grant applications:

1. A detailed description of the project.
2. A description of HPS staff involvement.
3. How this grant will address the following:
 - a. Student Growth
 - b. Professional Growth
 - c. Benefits to Holdrege Public Schools
4. An itemized list of expenditures.
5. A timeline for the requested funding for the Project.
6. A list of in-kind contributions, if any.

D. Limitations of Grant Support

Except in unusual circumstances, grants will not be awarded to the following:

1. To individuals
2. Tuition for continuing education
3. Reimbursement of expenses incurred
4. Education travel opportunities

II. Administration of Grant Requests

A. Size and Number of Grants Awarded

The size and number of grant awards are directly related to the amount of money available each year for distribution, as set forth in the Holdrege Schools Foundation Fund Spending Policy.

B. Grant Cycle

Application Deadline – March 28

Announcement of Awards –following April Regular Board of Education Meeting

C. Procedure

The procedure for grant applicants is as follows:

1. Applicants obtain Grant Application form available at Central Office or HPS website.
2. Applications must be received by the application deadline of March 28 each year.
3. The appropriate Holdrege Schools Foundation Fund Grant Application form must be filled out in entirety, and must include all requested supporting documents. Grant proposals will not be considered without submission of a completed application.
4. The HPS Foundation Committee will review and evaluate each application based on established criteria prior to making a recommendation to the HPS Board of Education.
5. Written notification of the HPS Foundation Committee's action will be sent to the applicant within ten days of the HPS Board of Education decision.
6. Upon approval of a grant application, the HPS Board of Education will provide documentation and will request funds through the Phelps County Community Foundation, Inc. Funds will be disbursed to Holdrege Public Schools to meet the needs of the approved grant subsequent to approval by the Phelps County Community Foundation, Inc.
7. Once a grantee has been notified of approval for a grant award, the grantee may request payment as needed, or as contingencies are met. Payment of grant awards, however, will be at the discretion of the HPS Board of Education.
8. Approved grants must be implemented within a timely manner or the grant award may be forfeited.
9. The grantee shall submit to the Central Office the following by October 31st:
 - a. Implementation/Impact Report – A brief report that describes the successful implementation and impact of the grant project.
 - b. Photo(s) of Grant Dollars in Action – include teacher and student(s) in photo, to be coordinated with Central Office

Approved by HPS Foundation Committee: December 4, 2007

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