



THE HASTINGS AND PRINCE EDWARD LEARNING FOUNDATION

156 Ann Street
Belleville ON K8N1N6
(613) 966-1170 ext. 2205
FAX: (613) 968-1038

PROJECT ENHANCEMENT FUND 2011/12

GENERAL INFORMATION & HELPFUL HINTS

The following grants will be awarded in 2011/12:

TWO \$5,000 grant for a multiple school or a 'train the trainer' student lead, type project or program that will have a lasting impact for a significant number of students

FOUR \$2,500 grants for significant programs or projects that may impact multiple school populations

TEN \$1,000 grants for school based enhanced projects or programs

All Applications are scrutinized by our Grant Review Team and, based on the merit of the project, benefit to students, clarity and completeness of the Application, creativity and innovation of the project, etc., the projects are then rated as "Recommended for Funding", "Recommended for Consideration", or "Not Recommended at this Time". These recommendations are then presented to the full Hastings and Prince Edward Learning Foundation Board which makes the final determination as to which projects are funded.

Successful applicants will be notified immediately and invited to the HPELF Grants Presentation Event to be held at The Foundation's Annual meeting. Applicants whose projects were not successful will receive a synopsis of the reviewers' comments. In some cases, a simple adjustment and re-submission may be all that is necessary for a successful outcome. In other cases, the request may be for something the HPELF does not fund. Some guidance in this area can be found in the "Criteria for Support" Checklist in this package. If you still have questions, please contact: Maribeth deSnoo, Executive Director, The Hastings and Prince Edward Learning Foundation, 613-966-1170 ext. 2205 or e-mail mdesnoo@hpedsb.on.ca

Hints:

- Reviewers are looking for the project to be an "ENHANCEMENT" to the learning experience... something new that is above and beyond the everyday - something that an outside observer would not expect to see.

Please note, most projects will be funded for an initial year, perhaps a second, with the intention that ongoing projects will become self-sustaining. Travel costs associated with your project should be included in your budget.

- BE CLEAR and CONCISE - Review Teams have noted that applications that are brief, to the point, and CLEAR generally make the most compelling case and are easiest to recommend for funding.

- BE CREATIVE - Projects that are unique, creative, innovative, exciting, fun, or interesting are the ones that capture the reviewers' imagination.

- DETAILED BUDGETS are important - it must be clear as to how much your total project will cost, how a grant from The Hastings and Prince Edward Learning Foundation will assist, and where additional funds, if required for your project, will be obtained. An itemized listing of where the money will be spent is also required. Ensure that it is absolutely clear as to where the HPELF portion will be spent.

- All requests for equipment must be "PROJECT-LINKED". Example-a simple request to fund a DVD recorder would not be approved. But, if the DVD recorder purchase was part of a creative project involving video-editing, computer animation, or digital music production, it would be more seriously considered. **Once again this year- If your project is a request to fund the purchase of a technology related item, or offer a technology enhanced program, you must include with your application a letter, or e-mail of support from Matt Norton, Senior ITS Officer.**

- HPELF does not normally fund computers.

- HPELF encourages applications for Healthy Active Living, the Arts, and innovative practice projects.

APPLICATION DEADLINE: OCTOBER 20th at 12 noon in The Foundation Office

Funds will be granted to successful applicants at the Annual meeting of The Hastings and Prince Edward Learning Foundation on December 15th.



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PROJECT ENHANCEMENT APPLICATION

CRITERIA FOR FOUNDATION SUPPORT

Please **check** the following information carefully against your Grant Application. **This checklist must accompany your application as the cover page.**

Does your project:

- enhance existing educational opportunities for HPEDSB students?
- support initiatives in Healthy Active Living, the Arts, or Innovative Practices?
- have a signature indicating review/support by a HPEDSB Principal/Superintendent?
- indicate a specific purpose and a specific period of time?
- clearly identify how HPELF Grants and other sources of funding will be used?
- lend itself to the completion of a Project Summary Report, to be submitted following completion of the project?
- lend itself to being publicly promoted and/or showcased by The Hastings and Prince Edward Learning Foundation? We want to celebrate your success!

The Hastings and Prince Edward Learning Foundation funds enhancements to existing learning, it does not fund core curriculum activities, resources or programs that would normally be considered to be part of the Board and/or school budgets. It is not the intent of The Hastings and Prince Edward Learning Foundation to replace or supplement traditional government funding for public education.

****Please review your budget carefully to ensure that your project will not be used for the following:**

- to cover deficits or to retire debts
- for fundraising activities or campaigns
- for general endowments or individual bursaries or scholarships
- for resources normally considered to be part of the Board and/or school budgets e.g.:
- capital projects (i.e. renovations, construction, major equipment)
- indirect funding (i.e. transportation, refreshments, supply teacher coverage)
- regular school beautification projects
- regular in-class supplies/materials, texts, library resources and the like

All applications are welcome and appreciated. However, due to limited funds available for each granting session, some projects will not receive funding and others will receive partial funding. We thank all participants for their interest and effort.

If you have questions, or for more information, contact:

Maribeth deSnoo, Executive Director
The Hastings and Prince Edward Learning Foundation
The Education Centre
613-966-1170 ext. 2205
mdesnoo@hpedsb.on.ca



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B) BENEFITS / OUTCOMES:

What do you hope to achieve? List specific expectations, how students will benefit, how many students will benefit, new learning enhancement that will occur.

C) CURRICULUM CONNECTION:

Identify how your project is connected to, an extension or enhancement of, curriculum.



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D) EVALUATION:

Clearly describe how the success of the project will be measured, for example through statistical analysis, surveys, parental/community remarks, test results.

E) COMMUNITY PARTNERS/SPONSORS:

If additional funding support of your project is required, identify who (school council, corporate, service organization) and what type of involvement community partners will have with the project whether financial, gifts in kind.



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F) BUDGET:

Please **provide a detailed** Project budget. Include a list of ALL expenses/purchases as well as funding sources other than HPELF, as the total cost of your project may be more than your HPELF request.

Identify **specifically** how the HPELF Grant portion will be spent.

**G) RECOGNITION OF THE HASTINGS AND PRINCE EDWARD LEARNING
FOUNDATION:**

How will the project recognize receipt of funding from HPELF? - for example labels on materials, plaques, local media, newsletters.

H) CONTACT INFORMATION:

Name:

Telephone Number & extension:

E-mail address: