

Hamilton Emerald Foundation
Grants Program

Dear Staff, Students, Parents, and Members of the Hamilton School District Community:

Thank you for your interest in a grant from the Hamilton Emerald Foundation. The grants program was established to empower the District's staff, students, and community members to enrich the educational experience of Hamilton Central School students beyond the district's responsibility using public funds.

The grants program is open to teachers, administrators, staff, students, parents, and community members who serve students of the Hamilton Central School District. Grant-funded projects should encompass innovative approaches to serving students' needs; support implementation of evidence-based programs; and/or support school and community collaborations.

The mission of the Hamilton Emerald Foundation is to promote the positive educational, social, emotional and behavioral development of children attending Hamilton Central School District. The grants program supports innovative and evidence-based projects in the following areas:

1. Curriculum and instruction
2. Health, safety and nutrition
3. Community-based and school-based family intervention programs
4. Universal programs and services to prevent violence, resolve conflict, improve tolerance, and enhance problem-solving skills.

Projects that address district or school goals and priorities, as well as the mission of the Foundation, will be considered for funding. The Foundation is particularly interested in projects that will continue to enhance the educational experience beyond the initial grant period.

Applications are reviewed on a quarterly basis. For the best possible funding opportunity, submit your proposal by September 15th, December 15th, March 15th, or June 15th. Please see the Grant Guidelines, available on the Hamilton Emerald Foundation web site <http://hamiltonemeraldoundation.org/index.html>, for more detailed information.

We look forward to receiving your proposal using the attached form. You may download this form from the Foundation web site listed above. If you have questions about the application process or would like assistance with your application, please do not hesitate to contact a board member. When you have completed the application, feel free to share comments or suggestions for consideration in future formats.

Sincerely,
Hamilton Emerald Foundation Board of Directors

Sally Campbell
Andrew Coddington
Katy Duggan-Haas
Megan Marshall

Charlie Melichar
Karen Pinkham
Anne Pitcher
Jay Whipple

Hamilton Emerald Foundation
Grant Application

Submission Requirements: For electronic submission (the preferred method), type answers directly into this form and send your completed application via an email attachment to the appropriate principal(s). Email forwarding from the principal to the superintendent and ultimately to the Foundation will indicate administrative approval in lieu of signatures. You may also submit your application via mail to Hamilton Emerald Foundation, P.O. Box 14, Hamilton, NY 13346. Please secure administrative signatures prior to submission when submitting via mail. Questions may be sent to <info@hamiltonemerald.foundation.org>.

Date:

Project Coordinator

Name:

Signature:

Position:

School:

Phone Number:

Email:

Name and affiliation of collaborators:

Title of proposed project:

Duration of project/timeline:

Funding amount requested:

Identify the target population and estimate the number of people directly impacted by this project:

Endorsement of Principal and Superintendent:

I have reviewed this Hamilton Emerald Foundation grant application to ensure the project plans are consistent with District educational philosophy and goals. I endorse and support the proposed project.

Signatures (Not required for electronic submission. See above.)

Principal:

Date signed:

Superintendent:

Date signed:

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Title of proposed project:

1. Briefly summarize the project, including goals and objectives.
2. How does the project address District/School goals and the mission of the Hamilton Emerald Foundation?
3. If applicable, how does the project support the New York State Learning Standards?
4. Explain how the proposed project is innovative and cite related research or other background information that supports the design of your project.
5. Explain how you will evaluate and measure success of the project.
6. Attach a project budget. Budget items might include, but are not limited to, supplies, equipment, consultant/speaker stipend, mileage, and training fees. See sample format.

Budget Item	Quantity Needed	Cost Per Unit	Total Cost
Supplies			
Equipment			
Consultant Fee			
Total Grant Request			

Please note: Once approved, any changes to the grant or expenditure of funds must be approved by the grant committee. Failure to do so may result in forfeiture of the grant or future grant opportunities.