

*Hamilton Emerald Foundation*  
**Grant Guidelines**

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 was established by the Foundation 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. It is designed to encourage innovative approaches to serving students' needs; support implementation of evidence-based programs; and support school and community collaborations.

**Eligibility**

The grants program is open to teachers, administrators, staff, students, parents, and community members who serve students of the Hamilton Central School District. An individual or group of individuals may apply. Students and organizations must have a teacher or administrator sponsor their project.

**Types of Projects Supported**

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 of students beyond the initial grant period.

**Limits of the Award**

The Foundation has not established any specific limit for a single award. Awards will be made on a case-by-case basis. Applicants are encouraged to contact the Foundation prior to submission of the application to determine if suitable funds are available.

**Award Timelines**

Applications are reviewed on a quarterly basis. For the best possible funding opportunity, submit your proposal by September 15th, December 15<sup>th</sup>, March 15th, or June 15th. The Board will make grant decisions within six weeks of the grant deadlines.

**Conditions of the Award**

Grants will be awarded in trust to the school district. Projects should be completed as stipulated on the application form. The grant committee must approve changes to the grant or expenditure of funds. All completed projects, materials purchased, and research findings will become property of Hamilton Central School District.

## **Selection Criteria**

- Is there a strong argument, based on research evidence, for the project design?
- Does the project support district or school goals and the mission of the Foundation?
- What is the expected impact on students, both short-term and long-term?
- How many students will benefit in relation to the project's cost?
- Is it clear how the project's effectiveness will be assessed? Are the assessments valid and aligned with project goals?
- Is the budget reasonable? Can expenses be reduced while still meeting the project goals?
- Does the project make use of other available resources?
- Does the project ensure fairness of opportunity to participate among the target population?

Please note that, if the Foundation receives more applications than it can fund, your grant may not be selected for funding even though it meets all the criteria.

Please complete the application questions thoroughly. The Board estimates that applications for smaller grants, such as those requesting \$1000 or less, may be completed in two pages or less. Requests for amounts over \$1000 may take up to five pages. *These application length guidelines are estimates only.*

## **Project Reporting**

Project Coordinators are required to submit a final evaluation report and to present it at a meeting of the Hamilton Emerald Foundation Board of Directors. It should include measures of success, challenges encountered and modifications for a future project. For projects lasting more than six months, a progress report would be required every six months with a final report upon completion.

## **Assistance**

The Foundation's Board of Directors looks forward to receiving your application. If you have questions about the application process or about your application, please do not hesitate to contact any board member or send your question via email to the Foundation <info@hamiltonemerald.foundation.org>.