

## **Hillsdale Educational Endowment Fund Project Request Form**

The Hillsdale Educational Endowment Fund has been established to benefit the Hillsdale Local School District. The money in this Fund is being held by the Ashland County Community Foundation. The purposes of the Educational Endowment Fund are to:

- 1) Strengthen the Hillsdale Local School District by funding programs which ensure excellence in the classroom
- 2) Build a supplementary, non-tax base of financial support for the Hillsdale Local School District
- 3) Bring new resources for enrichment activities to all Hillsdale students
- 4) Establish a close tie between the community and the Hillsdale Local School District
- 5) Create partnerships between fund donors and Hillsdale Local School District
- 6) Establish support for Hillsdale teachers and students
- 7) Provide a vehicle for Hillsdale Alumni to be involved with the Hillsdale Local School District

The Fund will be governed by Board Members of the Hillsdale Educational Endowment Fund.

The Fund is NOT governed by the local Board of Education or school personnel.

**Application Process:** Applications are available on our school web site. Please submit the completed application, including all signatures, to the Superintendent by the first Friday in May.

**Grant Guidelines:** Although this program is open for all educational projects, the Hillsdale Education Foundation will select projects which:

- 1) Promote creative ideas
- 2) Demonstrate educational innovation
- 3) Make a difference for student learning
- 4) Are not supported through normal school operating budgets

The Hillsdale Educational Endowment Fund encourages anyone interested to apply.

**Hillsdale Educational Endowment Fund  
Project Request Form**

**Please Type or Print Legibly**

Project Director, Members & Titles:

---

---

---

Title of Project: \_\_\_\_\_

Amount Requested (should equal total project cost on page 2): \_\_\_\_\_

What grade(s) or ages are the students? \_\_\_\_\_

How many students will participate in the project? \_\_\_\_\_

What is the project's timeline? \_\_\_\_\_

What are the project's goals? \_\_\_\_\_

---

---

---

Project description: \_\_\_\_\_

---

---

---

---

---

What are the indicators that there is a need to be met? \_\_\_\_\_

---

---

Lesson Plan Developed? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you accept partial funding? \_\_\_\_\_ If so, what will you reduce?

---

---

How can your project be shared with others? \_\_\_\_\_

---

---

Project Director Signature      Date                      Principal Signature      Date

---

---

Please complete budget guidelines on next page

## Project Cost Worksheet

BUDGET: Please detail the needs for your request. Describe materials or other expense involved.

Quantity	Description of material, item or equipment	Budgeted amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total costs to implement the project. Complete only those costs that apply.**

Purchased supplies cost: \$\_\_\_\_\_.

Shipping & handling costs: \$\_\_\_\_\_.

Equipment cost: \$\_\_\_\_\_.

Supplemental contract cost: \$\_\_\_\_\_.

Tuition/Registration cost: \$\_\_\_\_\_.

Mileage, room, board cost: \$\_\_\_\_\_.

Project recurring/multiple use cost: \$\_\_\_\_\_.

**Total Project Cost:** \$\_\_\_\_\_.

**Official use only (Initial):**

**Approvals:** Project selection committee ( ) Involved Principal ( )  
 Superintendent ( ) Technology Coordinator ( ) Maintenance ( )

**Comments:**

