



**Creative Instructional Grant
Cover Sheet and Certification Statement
2024-2025**

This cover sheet will be removed from the attached application form by an HEF representative after an application number has been assigned.

Project Title	
Name(s) and Signature(s) of applicant(s) associated with this request. Maximum two per grant.	
Print Name(s):	

Signature(s):	

School:	

Phone Number:	E-Mail:
_____	_____
Signature of Principal: _____	
Date: _____	

CERTIFICATION

My/Our signature(s) certifies the following:

1. All information contained in this application is correct.
2. I have reviewed the proposal with my principal and I am authorized to submit it to the Hanover Education Foundation.
3. I understand that I will submit a Final Report to the HEF by May 16, 2025, if funds are awarded. Any unused funds totaling \$25 or more will be returned at that time.
4. I grant the right to the Hanover Education Foundation to use my report and any product from the project for public information.
5. Your Principal will ensure that all expenditures are in compliance with the approved grant and HCPS policy.

Applicant Signature(s) _____

If more than one applicant, both MUST sign.

FOR HEF USE ONLY		
2024- _____	Date Received _____	Funding Approved: _____



Creative Instructional Grant Application

Project Title _____	
Funding Requested: \$ _____	Project Budget \$ _____
Matching Funds Committed: \$ _____	
Total Student Enrollment: _____	
Grade(s) Served: _____	Subject(s) Impacted: _____
Number of Students Served by Proposal: _____	Implementation Dates: _____

PREPARATION OF APPLICATION

- Using no more than three typewritten double-spaced pages (Times New Roman, font size 12), please address clearly, and in sequence, each of the stated items indicated under **Instructions on How To Complete Your Application**. Strict adherence is given in this request.
- Please note that your budget page only may be added as an additional sheet to the application.
- ASSEMBLE (stapled only) and SUBMIT 10 copies of application along with the one ORIGINAL signed Cover Sheet and Certification Statement to HEF by the required deadline.
- Facsimiles NOT accepted.

SUBMIT TO:

Margaret Hill, Executive Director
Hanover Education Foundation
200 Berkley Street
Ashland, VA 23005
PH: 804-365-4565

Instructions on How To Complete Your Application

Prepare your outline according to the title sections listed below.

I. PROJECT GUIDELINES

The project is appropriate if you can answer YES to the following questions:

- Is it essential to learning and strongly related to the curriculum?
- Is it in line with the mission of the foundation?
- Will it impact a broad base of students?
- Is it innovative?
- If your proposal is approved, **HOW WOULD YOU CREDIT THE HEF FOR THEIR SUPPORT?**

II. STATEMENT OF PURPOSE

- Tell what you hope to achieve (e.g., what will be different or better if the project is successful).
- Keep the statement simple and straightforward.
- Promise only what you can reasonably expect to achieve.

III. DESCRIPTION OF STUDENT POPULATION

- Demographic characteristics of school population.
- Specific population to be served in this project.

IV. STATEMENT OF RATIONALE—address the following:

- Importance of purpose.
- How the project supports the purpose.
- Timeline.

V. OBJECTIVES & INSTRUCTIONAL PROCEDURES

- Limit the number of objectives.
- Cognitive objectives must be measurable. Affective objectives may be general.
- Relate to purpose and objectives.
- Include type of intervention program or curriculum used.
- Be specific.

VII. EVALUATION

- Relate to stated objectives.
- Methods used to evaluate success.
- Indicate how you will know whether the project was successful.

VIII. PROJECT BUDGET and OTHER CONTRIBUTED FUNDING SOURCES

- Projects involving matching funds or in-kind support are encouraged. Document any such support with a letter from the provider.
- Indicate project funds requested and provide an itemized list of each item in detail with approximate cost in a column format.
- NOTE: The project budget total is **NOT** to be used in lieu of an itemization of the list indicated above.