

Basic Information and Instructions for Grant Application



The Hermiston Education Foundation is a non-profit public benefit corporation. Its purpose is to promote, facilitate and carry out academic endeavors aimed at enriching the student experience in the Hermiston School District. It strives to develop community involvement, resources, and funding for projects and programs that are beyond the financial scope of classroom budgets.

Our Mission

The mission of the Hermiston Education Foundation is to encourage and enhance the academic, artistic, and cultural learning experiences and opportunities for the students of the Hermiston School District through community and corporate support.

Who may apply?

- Hermiston School District (HSD) Administrators
- HSD Teachers
- HSD Staff

Fundable Projects

The foundation seeks to fund projects that

- Enhance the education of all children
- Correspond to a specific teaching area
- Impact a large number of children, such as a classroom
- Address the district vision, along with the academic goals of each school

What types of grants are available?

- Basic grants (**up to \$1,000**)
- Limited grants (**up to \$5,000**)
- Go to hermistoneducationfoundation.org/projects for examples of previously awarded grants.

Can grants be used to purchase technology/equipment?

- Projects that include the purchase of technology/equipment will be considered only if use of this equipment is integral to innovative instructional strategies.
- All proposed technology purchases will be reviewed by the HSD Technology Director.

Why is the principal's signature required on the grant application?

The principal's signature is an assurance that supporting and sustaining resources will be available for the project and that it poses no conflict with the school's established curriculum. A principal can often be a great help in making a teacher's application more cost effective, since portions of the required resources may already be available through the district's general fund or through other organizations such as the PTO's

Follow-Up and Reports

All grant recipients will be asked to provide a simple, electronic report of how HEF grant funds supported their project. Photos are appreciated and encouraged. Some grant recipients may be asked to showcase grants throughout the year in various formats.

Grant Restrictions

- Transportation – Not a priority; however, if it is an integral part of the grant, transportation could be considered.
- Teacher release time (non-fundable)
- District personnel compensation (non-fundable)
- Food for celebrations (non-fundable)
- Clothing (non-fundable)

Grant Restrictions (non-fundable)

- Teacher release time

How will grants be measured?

The grant scoring rubric is available at www.hermistoneducationfoundation.org/grants.

Submission Instructions

All of the following are required as part of a complete grant application. There is a grant checklist within the grant application itself to serve as a reminder of these requirements.

- The completed application must be submitted by the due date. After that date, no applications or additional materials will be accepted.
- There are two acceptable methods of submission:
 - Application can be emailed as a single document in .pdf format to: briana.cortaberria@hermiston.k12.or.us. Please title the document with your last name. (Ex: Smith_HEFGrant.pdf)
 - Print nine (9) copies of the grant application. Cover page and application should be submitted together. Mail or hand deliver to:
Hermiston School District 8R
Attn: Briana Cortaberria, Executive Assistant to the Superintendent
305 S.W. 11th Street
Hermiston, OR 97838
- Grant applications are accepted twice a year. Applications deadlines are relayed to the school principals and are posted at schools and are on the school website.
- Application must be signed and dated by both the applicant(s) and the building principal. Any application without these signatures will not be considered until signed.