

Hermiston Education Foundation Grant Checklist



Grant Materials:

- ___ Grant Cover Page
- ___ 1. Project description
- ___ 2. Items requested
- ___ 3. Goals and objectives
- ___ 4. Student involvement
- ___ 5. Additional individuals/organizations involved
- ___ 6. Projects reflection of district goals/curriculum
- ___ 7. Budget outline, in provided table format
- ___ 8. Budget details
- ___ 9. Project time and place
- ___ 10. Timeline
- ___ 11. Methods of measuring success
- ___ 12. Additional comments
- ___ 13. Grant Statement of Understanding (**1 copy**)

Submission Instructions:

- 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) -- **OR** --
- 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