



HOP Mini Grant Application Process

Descriptions of HOP Mini Grants:

These grants are intended to be used by classroom teachers, special education team or other Haynes professional support staff to purchase materials for a project that enriches the students' learning experience but goes beyond the annual *HOP to Staff* stipend and/or outside of the school budget. Mini Grants be used for special projects, curriculum enhancement or enrichment experiences.

How to submit your HOP Mini Grant request:

- 1.) Complete the attached HOP Mini Grant application, attaching any supporting documents if applicable.
- 2.) Submit application to Mr. LaBroad for review prior to submitting to HOP.
- 3.) HOP Board meets the first Wednesday of every month, notification of approval to applicants should be expected by the Friday after the first Wednesday of the month.
- 4.) Please note that HOP Mini Grants have a finite budget and will be allocated on a first come-first served basis. Submit your HOP Mini Grant requests as soon as possible.

Questions?

Contact Emily Amico or Bridget Riesenber, HOP CoChairs, HaynesHOPCoChairs@gmail.com



HOP Mini Grant Application

Applicant Name/Grade Level/Position: _____

Date Needed: _____

Contact e-mail: _____

Amount of funding requested: \$_____ (please provide itemized list below, use back of form for more space)

Item	quantity	cost			

Approximately how many students/staff/parents will be served by this grant? _____

Please provide a brief description of your project to be funded by this grant, including how it aligns with the curriculum.

Principal's Signature _____ Date _____

Notes _____

HOP Board date of approval _____