

January 2012

Holmdel Staff members,

Once again, the *Holmdel Foundation for Educational Excellence (HFEE)* is pleased to offer the Mini-Grant program for the 2012-2013 school year. All staff members in the Holmdel Township Public Schools are invited to participate. Application forms have been attached to this letter, and can be found at www.HFEE.org or the district website under Foundation.

- ◆ Grants are available for projects from \$200 to \$1,250.
- ◆ Applications will be evaluated on a competitive basis by a review committee and a limited number of grants will be awarded. The deadline for the submission of this grant application is **Friday, March 23, 2012**. The winners of this round of Mini-Grants will be announced in June 2012. Each project selected will begin in September 2012. The Foundation will ask for a Final Project Report in June 2013. Grants must be expended during the 2012-2013 school year. The Mini-Grant Committee will review each application based on the following criteria:
 - a. Is the description of the proposed project clear?
 - b. Are the objectives clearly stated? Are they realistic and worthwhile?
 - c. Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, a tentative schedule, and completion date specified?
 - d. Are the plans for evaluating the project suited to the nature of the project?
 - e. Is the budget request reasonable and sufficiently detailed? Are funds available from other sources?
 - f. Is the proposed project innovative? Is this a new project or similar to other projects in progress?
 - g. Does the project have promise of benefiting students in the school in which it is being conducted or the system as a whole?

The Mini-grant Program is designed to support innovative projects that enhance the school curriculum and enrich the learning experience for students. The *HFEE* Mini-grant committee is looking forward to receiving your application.

Teresa Graw
HFEE President

Pam D'Aleo and Barbara DiNicola
Mini-Grant Committee Chairpersons