



## HEEF IMAGINE Grant 2013 Request for Proposal (RFP)

### Introduction/General Description

The Hopi Education Endowment Fund (HEEF) is accepting proposals for funding from programs, which provide activities that support the goals of the HEEF. A total of \$10,000.00 is available. Applications will be competitively reviewed with the most promising proposal(s) will be selected for funding. The HEEF retains the right to determine if a program is eligible for funding.

### Conditions:

#### Program must-

- Take place between May 1, 2013 to December 31, 2013
- Incorporate Hopi values and culture.
- Provide activities that support the goals of the Hopi Education Endowment Fund.
- Ensure that a majority of students participating are members of the Hopi Tribe
- If minor children are involved, verification that appropriate fingerprint/background check will be completed on individuals working directly with the children (see attached form).
- Obtain required Hopi tribal and village authorization, approval and permits if project involves voice/video recording or visiting of historic sites located on the Hopi reservation.
- Demonstrate partnership in funding sources. Funding sources can be cash and in-kind. The HEEF should not be the sole funding source for the program.
- Ensure structure and accountability. Proposals must be submitted from organized groups that demonstrate the capacity to meet the proposed program/project goals & objectives, and to fiscally manage the funds. Therefore programs/projects must document the length of time they have been formally in existence. Groups who do not meet this condition may partner with an established program to implement the project. This partnership must be verified by a letter of support from the established program or organization.
- Submit a report within 30 days after the date the program officially ends. The report should show that program goals and objectives were met and how award funds were expended.

Submission of a proposal signifies that your organization agrees to adhere to all reporting requirements should you be awarded. If requirements have not been met from a previous grant, this prohibits the grantee from submitting a grant in the subsequent grant cycle.

### Examples:

Examples of programs and activities **not** eligible for funding include, but are not limited to:

- Sports team trips
- Sports camps
- School Class/Field trips
- Funding support for individual

Additionally, programs where participants receive Hopi Tribe Grants & Scholarship Program (HTGSP) Educational Enrichment Award (EEA) funding are not eligible for this funding.

**Ownership of Materials:** Upon completion of a funded project(s) the HEEF shall have permission to use materials produced for promotional purposes such as newsletters, donor letters, etc.

Examples of programs and activities that have been funded in the past are:

- Hopitutuqaiki
- Hotevilla Ngumanki
- Tewa Summer Youth Program
- Kykotsmovi Summer Youth Program
- Hopi Foundation: Beginnurz Hoyam
- Village of Walpi- Tsatsayom LavayitNatwanlalwa
- Hopi Tribe- Indigenous Pride Health Care Workers Program

#### **Previously Funded Programs**

Programs and organizations that have previously received funding from the HEEF Community Grant Program are required to demonstrate how this new request for funding will differ from previous years, how the program/project will be enhanced, and what current efforts are being taken to achieve sustainability and independence from the HEEF funding.

#### **Award Amount:**

A total of \$10,000.00 will be granted to projects in 2013. Award amounts will vary depending on the needs of the programs.

#### **Proposal:**

A complete proposal package will include the following:

- 1 Cover Page
- 2 Project proposal
- 3 Budget
- 4 Staff Information
- 5 Evaluation
- 6 Verification of Fingerprint/background check
- 7 Release of Liability
- 8 One Original and Four copies of the full proposal or an electronic copy sent to: Oneitat@hopieducationfund.org

**Deadline:** Complete proposals must be received by 5:00 p.m. MST or postmarked by Friday, April 5, 2013.

**Grant writing Assistance:** The HEEF is offering two grant writing workshops to assist individuals with their Community Grant Application. The workshops will be offered at the HEEF Office in Kykotsmovi, AZ on: March 13, 2013 at 10:00 a.m. – 11:30 a.m. and March 20, 2013 at 2:00 p.m. - 3:30 p.m. Please contact the HEEF at 734-2275 or heef@hopieducationfund.org for more information or to reserve a spot at the workshop.



Hopi Education Endowment Fund

## 2013 HEEF IMAGINE Grant Request for Proposal Application Check List

- 1 **Cover Page** Maximum 1 Page- See attached. Must be complete. Do not forget to include the one paragraph summary that describes your program/project.
- 2 **Project Proposal**- Maximum 5 pages. Must include the following :
  - 1) Goals of the program,
  - 2) Work plan, project activities and timelines.
  - 3) Description of the program site, participants, volunteers, activities etc.
  - 4) Statement of how the project incorporates Hopi values and culture.
  - 5) Statement of how the project meets the goals of the HEEF.
  - 6) **Previously Funded Programs Only**- describe how this new request for funding will differ from previous years and explain what efforts are being taken to achieve sustainability and independence from HEEF funding.
- 3 **Budget**-Maximum 3 pages  
Include a) Line item summary, b) Line item justification and c) Other sources of funding (cash and in-kind) and the line items that they are funding. See attached sample budget formats.
- 4 **Staff Information**- Maximum 3 pages  
Provide a summary containing the credentials and qualifications of program staff.
- 5 **Deliverables**- Maximum 1 page  
Provide information on how the program will evaluate the progress of their participants to determine whether or not the program met their stated goals.
- 6 **Verification of Fingerprint/background check** 1 page- Attached
- 7 **Release of Liability** 1 page- Attached
- 8 **Proposal Copies**- Provide one original, four copies and one electronic copy of the full proposal to [oneitat@hopieducationfund.org](mailto:oneitat@hopieducationfund.org) or mail to:

Hopi Education Endowment Fund  
PO Box 605  
Kykotsmovi, AZ 86039



**HEEF IMAGINE Grant  
Summer 2013 Request for Proposal  
Cover Page**

Name of Program/Project Title \_\_\_\_\_

Name of Organization Submitting Proposal \_\_\_\_\_

Name & title of authorized representative and signatory for the proposal  
\_\_\_\_\_

Program Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Location of Project \_\_\_\_\_

Beginning Date and ending date of program/project \_\_\_\_\_

Total number of program participants \_\_\_\_\_

Percentage of participants who are members of the Hopi Tribe \_\_\_\_\_

Total Amount Requesting \_\_\_\_\_

**Include a one paragraph summary description of the program/project that can be used in a press release.**

I verify that the information stated above is true and correct. I also verify that by signing this application, I agree to abide to the conditions set forth in the application process.

\_\_\_\_\_  
Authorized Program Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Program Signatory

**SAMPLE**  
**(Program/Project Name)**  
**(Budget Period)**

Budget Line	Budget Categories	HEEF	Partnership
	<u>Personnel</u>		
1.	Program Coordinator		
2.	Volunteers		
3.	<u>Fringe Benefits</u> (indicate full percentage)		
4.	<u>Travel</u> (staff on and off reservation)		
5.	<u>Travel</u> (participants on and off reservation)		
6.	<u>Equipment</u>		
	<u>Other</u>		
7.	Materials and supplies		
8.	Printing and postage		
9.	Gasoline		
10.	Telephone		
<b>Total Costs</b>			

**SAMPLE**  
**(Program/Project Name)**  
**Budget Justification**

**Personnel**

- 1 Program Coordinator:
- 2 Volunteers:

**Fringe Benefits**

- 3 Employee fringe benefits of \_\_% include:

**Travel**

- 4 **Travel** (staff on and off reservation)
- 5 **Travel** (participants on and off reservation)

**Equipment**

- 6 Equipment for program/project include:

**Other**

- 7 Materials and supplies
- 8 Printing and postage
- 9 Gasoline
- 10 Telephone

**SAMPLE**  
**(Program/Project Name)**  
**Partnership Budget Justification**

**Personnel**

- 1 Program Coordinator:
- 2 Volunteers:

**Fringe Benefits**

- 3 Employee fringe benefits of \_\_% include:

**Travel**

- 4 **Travel** (staff on and off reservation)
- 5 **Travel** (participants on and off reservation)

**Equipment**

- 6 Equipment for program/project include:

**Other**

- 7 Materials and supplies
- 8 Printing and postage
- 9 Gasoline
- 10 Telephone



**HEEF IMAGINE Grant  
Verification of Fingerprint/Background Check**

On behalf of the \_\_\_\_\_ (Program/Project), I  
\_\_\_\_\_  
\_\_\_\_\_ Program Signatory, verify that fingerprint and  
Background checks will be conducted on all staff, volunteers and representatives;  
prior to program/project implementation, who will be in direct contact with minors  
under the age of 18. Furthermore, I verify that all results from said fingerprint and  
background checks will be fully reviewed to determine if said individual is deemed  
appropriate to interact with minors under the age of 18

\_\_\_\_\_  
**Authorized Program Signatory**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name of Authorized Program Signatory**





**HEEF IMAGINE Grant  
Release of Liability Form**

On behalf of the \_\_\_\_\_ (Program/Project), I  
\_\_\_\_\_ Program Signatory; release the Hopi Tribe, Hopi  
Education Endowment Fund, Staff, Board, Volunteers, Officers and Directors from any  
and all liabilities, claims and/or damages arising from the \_\_\_\_\_ program/  
project. It is expressly understood and agreed that the funded program/project  
assumes the risk of injury or death and/or damages to property, which may occur for the  
duration of the program/project period.

\_\_\_\_\_  
Authorized Program Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Program Signatory