



HEEF IMAGINE Grant 2014 Application Package

Introduction/General Description

The Hopi Education Endowment Fund (HEEF) is accepting proposals for funding from programs, which provide educational activities that support the goals of the HEEF. A total of \$10,000.00 is available. Applications will be competitively reviewed *according to the following selection criteria:*

- **Grassroots Capacity Building** – The Program strengthens community structure, individual participant, and local capabilities.
- **Effectiveness** – The Program achieves positive and measurable results in enhancing the lives of participants.
- **Cultural Relevance** – The Program fits, reflects, and strengthens Hopi culture.
- **Transferability** – The Program can serve as a model for other grassroots programs in the Hopi community.
- **Sustainability** – The Program shows promise of sustained effectiveness.

The HEEF retains the right to determine if a program is eligible for funding.

Application Criteria:

Program must-

- Take place between May 1, 2014 to December 31, 2014
- Incorporate Hopi values and culture.
- Provide activities that support the goals of the HEEF.
- Ensure that a majority of participants are members of the Hopi Tribe
- If minor children are involved, verify that appropriate fingerprint/background checks will be completed prior to the program start date on individuals working directly with the children. A Verification of Fingerprint/background check must be included as part of the application.
- 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. Partner may provide cash and in-kind support. The HEEF should not be the sole funding source for the program.
- Ensure structure and accountability. Proposals must be submitted from organized groups that have been in existence for at least one year prior to the program start date and who 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 45 days after the date the program officially ends. The report should show data that on the progress made on meeting the program goals and objectives and how HEEF funds were expensed.

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.

Non-Eligible Programs:

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 the program, the HEEF shall have permission to use materials produced for promotional purposes such as newsletters, donor letters, etc.

Programs receiving funding are encouraged to participate in HEEF social media to document progress and achievements. Programs are also asked to supply HEEF with still and/or video of the project for HEEF use to educate future applicants and document effectiveness of the funded programs. A Consent form is included as part of the application

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 IMAGINE/Community Grant Program are required to also 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.

If reporting requirements have not been met from a previous grant, this prohibits the grantee from submitting a grant in the subsequent grant cycle.

Award Amount:

A total of \$10,000.00 will be granted to projects in 2014. Award amounts will vary.

Proposal Package:

A complete proposal package will include the following:

1. Cover Page
2. Project Proposal
3. Budget
4. Deliverables
5. Verification of Fingerprint/background check
6. Release of Liability
7. Consent form

One original hard copy and one electronic copy of the full proposal are required to be submitted.

Deadline: Complete proposals must be received by 5:00 p.m. MST or postmarked by Friday, April 11, 2014.

Grant writing Assistance: The HEEF is offering two workshops to assist individuals with their IMAGINE Grant Application. The workshops will be offered at the HEEF Office in Kykotsmovi, AZ on:

Monday, March 10, 2014 at 5:30 - 7:00 p.m. MST

Tuesday, March 11, 2014 at 2:00 - 3:30 p.m. MST

Thursday, March 13, 10:00 - 11:30 a.m. MST

Please contact the HEEF at 928-734-2275 or oneitat@hopieducationfund.org for more information or to reserve a spot at the workshop.

Disclaimer: No HEEF Staff or Board member shall voluntarily acquire any interest, direct or indirect, in any IMAGINE Grant project/proposal, or in any contract or proposed contract related to an IMAGINE grant proposal/project.

**2014 HEEF IMAGINE Grant
Application**

Application Check List

1. **Cover Page** Maximum 1 Page- See attached. Must be complete. Include the one paragraph summary that describes your program/project.
2. **Project Proposal**- Maximum 8 pages. Must include the following :
 - a. Goals of the program,
 - b. Implementation plan, project activities and timelines.
 - c. Description of the program site, participants, staff, volunteers, activities. Include a map if applicable, etc.
 - d. Statement of how the project incorporates Hopi values and culture.
 - e. Statement of how the project meets the goals of the HEEF.
 - f. **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. **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.
5. **Verification of Fingerprint/background check** 1 page- Attached
6. **Release of Liability – 1 page- Attached**
7. **Consent Form – 1 page A**
8. **Proposal Copies**- Provide one original and one electronic copy of the full proposal to one of the following: US Postal Service:
 - PO box 605 Kykotsmovi, AZ 86039
 - Email: Oneitat@hopieducationfund.org
 - Physical Location: HEEF Office in Kykotsmovi village
 - Ground shipping (Fed Ex, UPS): 10 Plaza Way/ Next to Village Admin. Office/Kykotsmovi, AZ

**HEEF IMAGINE Grant
2014 Application
Cover Page**

Name of Program/Project Title _____

Name of Organization Submitting Proposal _____

Name of Partner Organization if applicable

Name & title of authorized representative and signatory for the program

Program Address: _____

Authorized Representative Phone Number _____

Authorized Representative Fax Number _____

Authorized Representative Email Address _____

Additional Contact Person:

Name & title _____

Phone Number _____

Fax Number _____

Email Address _____

Location of Program _____

General Information

Start Date and End Date of Program _____

Total number of program participants _____

Estimated number 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.

Signature of Authorized Rep. & Program Signatory

Date

Printed name of Authorized Rep. & Program Signatory



Verification of Fingerprint/Background Check

On behalf of the _____ (Program/Project), I
_____ The Authorized Representative and 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 Rep. & Program Signatory

Date

Printed name of Authorized Rep. & Program Signatory



Release of Liability Form

On behalf of the _____ (Program/Project), I
_____ The Authorized Representative and 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.

Signature of Authorized Rep. & Program Signatory

Date

Printed name of Authorized Rep. & Program Signatory



**Hopi Education Endowment Fund
Release Form**

I, _____ hereby grant to the Hopi Education Endowment Fund (HEEF) the unrestricted right to use and publish written information and a photograph on behalf of myself for the purposes of supporting fundraising efforts for the HEEF.

Specifically, but not limited to, the information and photograph will be used for the HEEF marketing materials including the HEEF website www.hopieducationfund.org, newsletter, advertisements, news outlets, and other related marketing opportunities.

I hereby release the photographer and the HEEF; its employees, volunteers, members, and Executive Committee from all claims and liability relating to said photographs and information.

Signature: _____

If Minor - Parent Signature: _____

Date: _____

Must be signed by each program participant upon acceptance into the program



SAMPLE
Program Name
June 1, 2014-September 15, 2014

<u>Budget Category</u>	<u>HEEF</u>	<u>Partner</u>
Personnel	\$1,440.00	\$0 (In kind Donation)
Fringe benefits 10%	\$ 144.00	\$ 0 (In kind Donation)
Equipment	\$ 500.00	\$ 300.00
Materials & Supplies	\$ 600.00	\$ 300.00
Postage	\$ 50.00	\$ 50.00
<u>Gasoline</u>	<u>\$ 250.00</u>	<u>\$ 100.00</u>
TOTAL	\$2,984.00	\$954.00



SAMPLE
Program Name: Village History project
Budget Justification-HEEF

Personnel	\$1,440.00
For ½ of Program Coordinator cost for 6 weeks. 40 hours/week x 6= 240 hours. \$12/hour x 240 = \$2,880.00 Half of Program Coordinator salary = \$1,440.00	
Fringe benefits 10%	\$ 144.00
\$1,440 x 10% - \$144.00	
Equipment	\$ 500.00
For purchase of camera. Estimated at \$500.00	
Materials & Supplies	\$ 300.00
For purchase of Frames, Poster Board, Glue. Mailing envelopes, etc.	
Postage	\$ 50.00
For postage to mail photo print copies estimated at \$10.00 each x 5=\$50.00	
Gasoline	\$ 100.00
For gasoline for program vehicle to conduct site visits to photograph historical sites. Estimated at \$25/trip x 10 trips =\$250.00	
TOTAL	\$2,984.00



SAMPLE
Program Name: Village History project
Budget Justification-PARTNER

Personnel	\$0
In kind donation of ½ of Program Coordinator cost for 6 weeks. 40 hours/week x 6= 240 hours. \$12/hour x 240 = \$2,880.00 Half of Program Coordinator salary = \$1,440.00	
Fringe benefits 10%	\$ 0
In kind donation of ½ Program Coordinator benefits calculated at \$1,440 x 10% - \$144.00	
Equipment	\$ 300.00
For purchase of camera. Estimated at \$500.00	
Materials & Supplies	\$ 600.00
For purchase of Frames, Poster Board, Glue. Mailing envelopes, etc.	
Postage	\$ 50.00
For postage to mail photo print copies estimated at \$10.00 each x 5=\$50.00	
Gasoline	\$ 250.00
For gasoline for program vehicle to conduct site visits to photograph historical sites. Estimated at \$25/trip x 10 trips =\$250.00	
TOTAL	\$954.00
TOTAL WITH In kind	\$1,580.00