



## **HEEF IMAGINE Grant 2015 Application Package Guidelines**

### **Introduction**

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 \$15,000.00 is available. Eligible applications will be competitively reviewed. Desired characteristics of IMAGINE Grant programs include:

- **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 and values.
- **Transferability** – The Program can serve as a model for other grassroots programs in the Hopi community.
- **Sustainability** – The Program shows promise of sustained effectiveness.

### **Selection Criteria:**

#### **Program must-**

- Take place within the following time period: March 1, 2015, December 31, 2015
- Provide activities that support the goals of the HEEF.
- Ensure that a majority of the participants are members of the Hopi Tribe
- Attest 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 is included as part of the application packet.
- Obtain required Hopi tribal and village authorization, approval and permits if the 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 goals & objectives, and to fiscally manage the funds. Therefore programs 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 expended. If reporting requirements have not been met from a previous IMAGINE grant the new application will not be considered for funding.

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 IMAGINE grant, the PROGRAM will not be eligible to submit a grant until all reporting requirements from past IMAGINE grants have been fulfilled.

**Ineligible Types of Programs:**

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

- Sports team trips
- Sports camps (Re Consider)
- School Class 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.

**Indirect Cost Fee:**

IMAGINE Grant funds cannot be used for fees such as an Indirect Cost Fee, Program implementation fee, or any fee that is charged to administer the grant.

**Marketing and Promotion:**

Upon completion of the program, the HEEF shall have permission to use materials produced for marketing and fundraising purposes such as newsletters, donor letters, etc.

Programs receiving funding are strongly encouraged to participate in HEEF social media to document progress and share achievements. Programs are also asked to provide the HEEF with photos and/or video of the project for HEEF use to educate future applicants

and document effectiveness of the funded programs. A Release Form is included as part of the application

**Previously Funded IMAGINE Grant Programs**

Programs and organizations that have previously received funding from the HEEF IMAGINE/Community Grant Program are required to also demonstrate how this new funding application 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.

**Funds Available:**

A total of \$15,000 will be granted to projects in 2015. Individual 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 Form
6. Release of Liability Form
7. Release 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, March 13, 2015.

**Proposal Review:**

Each proposal will be competitively reviewed by a Team designated by the HEEF. Attached is a copy of the scoring sheet. The Scoring Sheet shows each applicant where points will be applied.

**Outreach Workshops:**

The HEEF will offer workshops designed to share the purpose of the IMAGINE Grant program and to answer questions regarding the process and proposal development. . All applicants are encouraged to participate in at least one of the sessions. Workshops will be held as follows at the HEEF office located in Kykotsmovi Village:

- February 16, 2015 12:00 noon – 1:30 p.m.
- February 16, 2015 5:30 p.m. – 7:00 p.m.

- March 2, 2015 12:00 noon – 1:30 p.m.
- March 2, 2015 5:30 p.m. – 7:00 p.m.

Call the HEEF for directions for directions.

**Proposal Copies-** Provide one original and one electronic copy of the full proposal.  
Delivery methods include:

- US Post Office: PO Box 605 Kykotsmovi, AZ 86039
- Email: [Oneitat@hopieducationfund.org](mailto:Oneitat@hopieducationfund.org)
- Drop off: HEEF Office in Kykotsmovi Village
- Ground shipping: 10 Plaza Way next to Village administration in Kykotsmovi village.

Please contact the HEEF at 928-734-2275 or [oneitat@hopieducationfund.org](mailto:oneitat@hopieducationfund.org) for more information.

## **2015 HEEF IMAGNE Grant Application and Instructions**

**Cover Page** Maximum 2 Pages- See attached. Must be signed

**Proposal Narrative**- Maximum 8 pages. Must include the following sections:

- Program Goals and the outcome of the goals
- Description of how the project will incorporate Hopi values and culture.
- Statement of how the project will help to meet the goals of the HEEF.
- Logistics- Description of the program site, participants, staff, volunteers, activities. Include a map if applicable, etc.
- Implementation Plan that includes project activities and timelines.

**For 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.

**Evaluation**- Provide information on how the program will evaluate the progress of their participants to determine if the program goals were accomplished.

**Budget**-Maximum 3 pages

The Budget section must include a Budget Summary as well as a Budget Justification. Examples are attached.

**Verification of Fingerprint/Background Check** 1 page- Attached

**Release of Liability** – 1 page- Attached

**Consent Form** – 1 page Attached

**HEEF IMAGINE Grant  
2015 Application  
Cover Page**

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

Name and address of Organization Submitting Proposal \_\_\_\_\_

\_\_\_\_\_

Name and address of Partner Organization if applicable

\_\_\_\_\_

Authorized representative and program signatory

Name & Title: \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Additional Program Contact Person:

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Physical 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 \_\_\_\_\_

Has Program been previously awarded an IMAGINE or Community Grant from the HEEF?

If yes, provide a separate section that states the year, outcomes and how the current application is different than this application.

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 grant process.

\_\_\_\_\_  
Signature of Authorized Rep. & Program Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Rep. & Program Signatory

**SAMPLE BUDGET**  
**Program Name**  
**Fiscal period: xxxxxx**

<u>Budget Category</u>	<u>HEEF</u>	<u>Partner</u>	<u>Total</u>
Personnel	\$1,440.00	\$ 1,440.00	\$2,880.00
Fringe benefits 10%	\$ 144.00	\$ 144.00	\$ 288.00
Equipment	\$ 500.00	\$ 300.00	\$ 800.00
Materials & Supplies	\$ 600.00	\$ 300.00	\$ 900.00
Postage	\$ 50.00	\$ 50.00	\$ 100.00
<u>Gasoline</u>	<u>\$ 250.00</u>	<u>\$ 100.00</u>	<u>\$ 350.00</u>
TOTAL	\$2,984.00	\$ 2,334.00	\$5,318.00



**SAMPLE**  
**Program Name: XXXX**  
**Budget Justification**

**Personnel** \$2,880.00.00

HEEF- 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

Program- 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- INKIND

**Fringe benefits 10%** \$ 288.00

HEEF- \$1,440 x 10% = \$144.00

Program - \$1,440 x 10% = \$144.00 INKIND

**Equipment** \$ 800.00

HEEF- For purchase of camera, and video recorder. Estimated at \$600.00

Program- For purchase of video recorder. Estimated at \$200.00

**Materials & Supplies** \$ 900.00

HEEF- For purchase of Frames, Poster Board, Glue. Mailing envelopes, etc. = \$600.00

Program- For purchase of materials needed or office operation- \$300.00

**Postage** \$ 100.00

HEEF- For postage to mail photo print copies estimated at \$10.00 each x 5=\$50.00

Program- For postage to mail photo print copies estimated at \$10.00 each x 5=\$50.00

**Gasoline** \$ 350.00

HEEF- For gasoline for program vehicle to conduct site visits to photograph historical sites.  
Estimated at \$25/trip x 10 trips = \$350.00

Program-None

**TOTAL** **\$5,318.00**



## HEEF Verification of Fingerprint and Background Check Form

On behalf of the \_\_\_\_\_ Program, I  
\_\_\_\_\_ the Authorized Representative and Program Signatory verify that prior to the program implementation that a Fingerprint and Background check will be conducted on all staff, volunteers and representatives 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



**HEEF**  
**Release of Liability Form**

On behalf of the \_\_\_\_\_ Program, 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.

It is expressly understood and agreed that the funded program assumes the risk of injury or death and/or damages to property, which may occur for the duration of the program period.

\_\_\_\_\_  
Signature of Authorized Rep. & Program Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Rep. & Program Signatory



## **HEEF Release Form**

I, \_\_\_\_\_ hereby grant to the Hopi Education Endowment Fund (HEEF) the unrestricted right to use and publish written information and a photographs for the purposes of supporting fundraising and marketing efforts for the HEEF.

The use of the information and photograph will be for HEEF marketing efforts including the HEEF website [www.hopieducationfund.org](http://www.hopieducationfund.org), newsletter, advertisements, news outlets, and other related marketing opportunities.

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

---

Authorized Program Signatory/ Date

## Hopi Education Endowment Fund Proposal Evaluation Form

Proposal Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Rating Criteria:	Total Possible	Awarded	NOTES / COMMENTS
<b>PROJECT PROPOSAL:</b> How well does the proposal describe the goals, work plan, activities, timelines, program site, participants, volunteers, and activities?	20		
<b>CULTURAL RELEVANCE:</b> How well does the project incorporate Hopi values & culture? Does the project meet the goals of HEEF?	10		
<b>GRASSROOTS CAPACITY BUILDING</b> Is the project Grassroots based? Does it strengthen the community structure, individual participants, and local capabilities?	20		
<b>BUDGET:</b> Is the budget reasonable for the program? Does the budget show other partners in funding? Do the line items clearly explain how the funds will be used?	10		
<b>STAFF INFORMATION:</b> Does the proposal clearly show the staff involved possess the skills and abilities to ensure the program will be successful?	5		
<b>TRANSFERABILITY &amp; SUSTAINABILITY</b> Can the project serve as a model for other grassroots programs in the Hopi community and is this program important to the Hopi community? Does it show promise for sustained effectiveness?	15		
<b>DELIVERABLES:</b> Does the proposal describe how the program will evaluate the progress of the participants and will the program produce positive measurable results that enhance the lives of participants? Will the program be able to show how they met their goals? Is this program important to the Hopi people?	20		
<b>TOTAL PROPOSAL POINTS:</b>	100		
<b>Notes:</b>			

### SELECTION CRITERIA

*At each stage of the selection process, applications will be evaluated according to the following criteria:*

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