



## **HEEF IMAGINE Grant 2016 Application 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 \$16,000.00 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.

### **Criteria:**

#### **Program shall-**

- Take place within the following time period: May 1, 2016- December 31, 2016
- Provide activities that support the mission 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.

- 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 established program goals and objectives and how HEEF 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 IMAGINE grant, the PROGRAM will not be eligible to submit a grant until all reporting requirements from past IMAGINE grants have been fulfilled.

### **Types of Programs Not Eligible For Funding:**

Examples of programs and activities that are not considered for funding include, but are not limited to:

- Sports team trips
- Participation in Sports camps
- School Class trips
- Funding support for an 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 to pay 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 must address the following questions in their proposal:

- How this new grant application will differ from previous years?
- How the program/project will be enhanced with HEEF funding?
- What current efforts are being taken to achieve sustainability and independence from the HEEF funding?

**Funds Available:**

A total of \$16,000 will be granted to projects in 2016. 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 or postmarked on April 22, 2016 at 5:00 p.m. MST

**Proposal Review:**

Each proposal will be competitively reviewed by a Team designated by the HEEF.

**Information Sessions:**

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. Please call to reserve your space. Workshops will be held as follows at the HEEF office located in Kykotsmovi Village:

- Tuesday, March 29, 2016 at 9:00 a.m. MST at the HEEF Office
- Monday, April 4, 2016 at 5:00 p.m. MST at the HEEF Office

**Proposal Copies-** Provide one original and one electronic copy of the full proposal to the HEEF by 5:00 p.m. MST on April 22, 2016.

Delivery methods can include:

- US Post Office: Hopi Education Endowment Fund PO Box 605 Kykotsmovi, AZ 86039
- Email: [Oneitat@hopieducationfund.org](mailto:Oneitat@hopieducationfund.org)
- Drop off: HEEF Office in Kykotsmovi Village located next to Village administration office.
- Ground (Fed Ex/UPA) shipping to: 10 Plaza Way next to Village Please contact the HEEF at 928-734-2275 or [oneitat@hopieducationfund.org](mailto:oneitat@hopieducationfund.org)

### **Contact Information**

The Hopi Education Endowment Fund  
PO Box 605  
Kykotsmovi, AZ 86039

Phone: 928-734-2275

Fax: 928-734-2273

Email: [Oneitat@hopieducationfund.org](mailto:Oneitat@hopieducationfund.org)

## 2016 IMAGINE Grant Proposal Instructions

**Cover Pages** Maximum 2 Pages- Signature required

**Project Proposal**- Maximum 10 pages total. Must include the following designated sections:

- **Goals and Results**: Include Program Goals and the expected outcome of the goals.
- **Incorporation of Hopi Values and Culture**: Specifically describe how the project will incorporate Hopi values and culture into the programming.
- **Tie to HEEF Mission**: Share how the project will support the mission of the HEEF.
- **Logistics**- Description of the program site, participants, staff, volunteers, activities. Include a map if applicable, etc.
- **Implementation Plan**: Share a plan that includes project activities, responsible parties and timelines.
- **Program Progress**- Provide information on how the program will evaluate and measure the progress of their participants to determine if the program goals were accomplished.
- **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.

**Budget**-Maximum 3 pages, Include a Budget Summary as well as a Budget Justification. Examples shown on pages 8 & 9

**Verification of Fingerprint/Background Check** - Form shown on page 10

**Release of Liability** – Form shown on page 11

**Consent Form** –Form shown on page 12

**HEEF IMAGINE Grant  
2016 Application  
Cover Pages**

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 \_\_\_\_\_

Physical location of program \_\_\_\_\_

Additional Program Contact Person:

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

Address \_\_\_\_\_

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

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

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

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? \_\_\_\_\_

Include a one paragraph summary description of the program/project that can be used in to describe your program in a HEEF 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

**Example Budget Summary**

<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



**EXAMPLE**  
**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 IN-KIND

**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**



## 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 Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Representative



## 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 Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Representative



## 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