



Grant Application Reference Sheet

For School-Based and Hillsboro Schools Foundation Grants

This document is intended to help guide teachers and administrators through the process of applying for school-based and Hillsboro Schools Foundation grants. We hope the information contained here is useful; please let Beth Graser in Communications know if there are things that are confusing or that should be added/removed to enhance clarity.

1. **Follow the process.** Please start by printing out the Grant Application Checklist and reading through it so you know the steps you need to take. One of the most important is securing permission from your principal or supervisor to apply for the grant.
2. **Give yourself sufficient time.** All grant applications require District approval prior to submission, therefore you cannot expect to complete a grant application and submit it on the same day! A good rule of thumb is to allow at least a week for review and approval of your application.
3. **What about online applications?** Many grant applications can be filled out online, which can pose a bit of an issue for the approval process prior to submission. The preference is for staff members to email the most pertinent questions and answers (i.e. purpose of the grant, basic request and plan for implementation, detailed budget) to their principal/supervisor for initial approval, then to Beth Graser in Communications for the more formal review process. Once approval is given, the staff member can then fill out and submit their grant application online.
4. **What about abstracts?** In the case of Hillsboro Schools Foundation (HSF) grants, and the grants HSF helps Intel administer, there is a two-part process in which an abstract is requested initially, then a full application is requested from a select group. Both the abstracts and the full applications should be sent to Beth Graser, who will ensure they are reviewed and forwarded on in bulk in advance of the deadlines.
5. **Create a very detailed budget.** The budget section is where mistakes are most often made. Staff members may be using outdated rates for extended contract or substitute time, or may not be taking into account the corresponding benefit and tax costs. Also, requests that include technology items need to have prior approval from Technology Services to ensure the items fit within our equity guidelines, are supportable, and are the model/brand that is most effective and cost-efficient. Please use the information on page 2 to help create your budget.



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The personnel cost rates listed below are estimates for the 2023-24 School Year.

Extended Contract Rates

	Positions	Hourly Rate	Payroll Costs	Total Combined Cost
Licensed	Teaching	\$45.50	\$15.93	\$61.43
Non-Teaching	After School (ES & MS)	\$35.75	\$12.51	\$48.26
Classified	Educational Assistant	\$21.15	\$7.40	\$28.55

Substitute Rates

	Rate	Unit	Payroll Costs	Total Combined Cost
Licensed	\$113.35	Half Day	\$28.79	\$142.14
	\$226.70	Full day	\$57.58	\$284.28
Classified	\$21.03	Hour	\$5.34	\$26.37

Notes:

- All salary and benefit rates are estimates and actual expenses may vary.
- Contact HR when you increase staff's hours/FTE.
- All grant applications go through the Communications Department.
- **Funds are available 07/01/2023-06/30/2024, no exceptions.**
- For future year grants, please apply a 4.0% cost escalation for planning estimates.

Transportation estimates: Contact the Transportation department to get cost estimates

Materials and supplies: Note: Supplemental instructional and/or technology materials must be pre-approved. Please reference the separate list of approved instructional and technology materials as you prepare your grant application. Also, please have an inflation factor built in to cover the period of time between the awarding of the grants and the actual purchase of materials.

Facilities Note: Any projects related to movement of equipment, installations, or alterations to district property must be approved in advance by the Facilities Department.

District purchasing practices and procedures apply to all grant funds. Some grant-allowed items or activities may not be allowed under district policy. Check with your building office manager, Principal/Supervisor, or the business office if you have questions.