



Hopi Education Endowment Fund
HEEF Community Grant
2011 Request for Proposal
Deadline July 29, 2011

Introduction/General Description

The Hopi Education Endowment Fund (HEEF) is accepting funding proposals for community programs and projects that provide educational programming to Hopi students. A total of \$16,000.00 is available. Applications will be competitively reviewed with the most promising proposal(s) selected for funding. The HEEF retains the right to determine if a program is eligible for funding.

Conditions:

Program must-

- Be a structured educational program, which provides activities in support of, the educational needs, goals and programs of the Hopi Tribe and the HEEF Strategic Plan.
- Ensure that a majority of students participating must be members of the Hopi Tribe
- Take place between August 1, 2011- December 31, 2011
- If minor children are involved, must provide verification that appropriate fingerprint/background check has been completed on individuals working directly with the children.
- If culturally related, must adhere to all cultural restrictions as determined by the Hopi Tribe. Check with the Hopi Cultural Preservation Office to determine what types of approval is needed to be obtained prior to implementing the program.
- Demonstrate partnership in funding sources. The HEEF should not be the sole funding source for the program.
- Proposals must be submitted from organized groups that have the capacity to meet the proposed program/project goals & objectives, and to fiscally manage the funds appropriated. Therefore program/projects must verify the length of time they have been formally in existence.
- Submit a report within 30 days after the date the program officially ends. The report should show the progress of each objective and fiscal accountability. Submission of a proposal signified that your organization agrees to adhere to all reporting requirement should you be awarded.

Examples:

Examples of programs not eligible for funding include, but are not limited to, extracurricular activities such as:

- Sports team trips
- Sports camps
- School Field trips
- School Class trips
- Funding to provide financial support for individuals

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..

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

- Hopilavayi Radio Program- KUYI
- Indigenous Pride Health Care Workers
- Hotevilla Ngumanki
- Tewa Summer Youth Program
- Three Mesa Productions
- Kykotsmovi Summer Youth Program
- Hopi Foundation: Beginnurz Hoyam

All proposals will be competitively reviewed on a case-by-case basis.

Previously Funded Programs

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

Award Amount:

A total of \$16,165.00 will be granted during this second award cycle for 2011. Award amounts will vary depending on the needs of the programs.

Proposal:

A complete proposal package will include the following:

1. Cover Page
2. Narrative
3. Budget
4. Staff Information
5. Evaluation
6. Verification of Fingerprint/background check
7. Release of Liability
8. Five copies of the full proposal

Deadline: Full and complete proposals must be submitted in person by 5:00 p.m. to the HEEF office in Kykotsmovi, AZ or postmarked by Friday, July 29, 2011.

Grant writing Assistance: The HEEF is offering a mini grant writing workshop designed to assist individuals to complete the Community Grant Application. The workshop session will be offered once and held at the HEEF Office in Kykotsmovi on:

July 19, 2011 at 1:00 p.m.-3:00 p.m.

Please call 928-734-2275 to confirm your attendance.

For more information: Contact the HEEF at 928-734-2275 or heef@hopieducationfund.org



HEEF Summer Request for Proposal Application Guideline

1. **Cover Page** Maximum 1 Page- Attached.

2. **Narrative**- Maximum 5 pages.

Provide information on the a) Overall intent of the program, b) Implementation Plan with timelines associated with each task, c) Measurable goals & objectives, d) description of the program site, participants, volunteers, activities etc, e) 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 and the line items that they are funding.

4. **Staff Information**- Maximum 3 pages

Provide a summary containing the credentials and qualifications on program staff.

5. **Evaluation**- Maximum 1 page

Provide information on the method the program will use to evaluate the progress of their participants and to determine whether or not the program met their stated goals.

6. **Verification of Fingerprint/background check** Maximum 1 page- Attached

7. **Release of Liability** Maximum 1 page- Attached

8. **Proposal Copies**- Provide one original and four copies of the full proposal to:

Hopi Education Endowment Fund
PO Box 605
Kykotsmovi, AZ 86039

**HEEF Community Grant
Summer 2011 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



Hopi Education Endowment Fund

HEEF Community Grant Verification of Fingerprint/Background Check

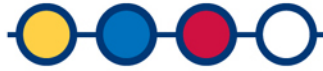
On behalf of the _____ (Program/Project), I

_____ 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/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



Hopi Education Endowment Fund

**HEEF Community Grant
Release of Liability Form**

On behalf of the _____ (Program/Project), I

_____ Program Signatory, release the Hopi
Tribe, its programs, staff, employees, volunteers, officers, directors
and officials from any and all liabilities, claims 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