



HAWAII SCHOOLS
FEDERAL CREDIT UNION

Downtown Branch
233 Vineyard Street
Honolulu, HI 96813
Phone: (808) 521-0302
Fax: (808) 538-3231
www.hawaiischoolsfcu.org

Policy & Guidelines For HELP Grant

- Instructions:** Fill out the HELP Grant Request Form completely. **INCOMPLETE FORMS WILL NOT BE CONSIDERED FOR REVIEW.**
- Purpose of the Grant:** The HELP Grant is a grant intended to supplement funding to current Department of Education teachers for classroom supplies, as well as provide specific funding for classroom-level programs. This includes class projects that impact individual classroom instruction and also field trips. Supplies and funding given to teachers should enrich standard curriculum and enhance learning opportunities for students.
- Qualifications:** Applicant must be or become a member of Hawaii Schools Federal Credit Union at the time of submission of the grant request. Applicant must also be a current Department of Education, public school teacher within the state of Hawaii, grades K-12.
- Guidelines:**
- Request must meet a school or classroom need.
 - Request must directly involve and benefit students.
 - Approved grant requests will be limited to \$100.
 - Items purchased with grant funds belong to the school.
 - Teachers may apply for more than one grant per school year.
 - Recipients will be asked to voluntarily fill out and submit an Evaluation Form.
 - Approved grant requests will be fulfilled with specific items requested.
- Restrictions:** The following categories are not eligible for the grant:
- Teachers' aides/staffing
 - Paying for teacher's time/salaries
 - Teacher training, conferences or seminars
- Submission of Grant Form:** Completed application to be mailed to: ***Hawaii Schools Federal Credit Union, Attention: HELP Grant, 233 Vineyard Street, Honolulu, HI 96813*** or faxed to: ***(808) 538-3231***. Include a photocopy of current Department of Education school identification. For questions about the HELP Grant, call (808) 521-0302, then selection option 2 or email: info@hawaiischoolsfcu.org.
- Deadline and Notification:** The deadline to submit a request form for the HELP Grant is the last day of each month. Teachers will be notified by receipt of goods or emailed within 30 days of the request. For example, all applications are received on July 31. Teacher will be notified by August 31. Supplies or funds will be delivered to the (teacher/principal) on a case-by-case depending when supplies are ordered and goods are received for delivery.