

The Education Foundation of South Brunswick Township, Inc. is pleased to announce the 2018-19 Grant Program to assist you and your students in creating new opportunities for teaching and learning not funded through the normal school budget process. The continuing goal of this program is to spark innovation in our schools and to give teachers an opportunity to put their creative ideas to work in the classroom.

Grant applications will be available every September/October with the Grant application process limited to one cycle per school year. **Grants awarded through this call for applications can be instituted anytime during the spring 2019 semester.**

Two types of grants will be offered: Mini-Grants of up to \$500 are meant to serve one teacher, one classroom and one project idea; and Collaborative Grants of up to \$1,000 may fund projects involving multiple classrooms, departments or whole schools. Applications will be reviewed on a competitive basis and a limited number will be awarded in this round.

- **Deadline for submission to the Education Foundation is: FRIDAY, NOVEMBER 2, 2018**
- **Please send completed, applicant & principal signed applications to the South Brunswick Board of Education Office, c/o Education Foundation Grant Committee. Grant recipients will be announced by December 31, 2018.**
- **Grantees will be required to submit a short final report form, detailing project outcomes and expenditures to the Foundation upon completion of the project(s). The Foundation will provide this report form to grantees along with award letters.**
- **Grantees must transmit recognition of the Foundation grant to all classroom parents and guardians, within a reasonable time upon receipt of the grant funds.**
- **Grantees will also be required to present their project idea and outcomes in a short statement or video at a South Brunswick Board of Education meeting. (Fall 2019). If the grantee is unable to attend the meeting, they should assure a representative is available to make the presentation, e.g., building Principal.**

Please take a moment to review the attached Grant Criteria and the Foundation's Mission Statement. The Foundation will consider the following with regard to the applications submitted:

1. Is the statement of the proposal project clear?
2. Are the objectives clearly stated? Are the methods, needed materials, resource personnel, tentative schedule, and completion date specified?
3. Is the budget request reasonable and sufficiently detailed?
4. Is the project *innovative*? Is this a new project or similar to other projects in progress?
5. Are the project's learning outcomes clearly defined and is there a workable method for their assessment?
6. Does the application meet the stated Grant Criteria? Does the nature of the project fall within the Foundation's Mission?

After review, the Foundation will take one of three actions: 1) approve the application for funding; 2) return the application with suggestions for resubmission, or 3) not approve the application.

Thank you for your interest in the Foundation Grant Program and for all your efforts on behalf of the students of the South Brunswick School District. On behalf of our trustees we look forward to receiving your application.

# THE EDUCATION FOUNDATION OF SOUTH BRUNSWICK TOWNSHIP, INC.

## GRANT CRITERIA

1. **Must be in congruence with the Foundation's mission** (see below).
2. **Must relate to the Foundation's stated goals.**
3. **May include fees to bring in outside experts or artists; it cannot pay salaries or stipends to school personnel.**
4. **Must be innovative and/or a creative approach to delivering or extending the curriculum.**
5. **May include equipment or materials but only if they directly provide the means to achieve the educational outcomes stated in the application.**
6. **Must conform to the dollar-award guidelines** (see application).
7. **Must be completed within the current school year** (or near the beginning of the next school year).
8. **Funds must not be available from traditional sources** (school budget, PTO, PTA, etc.).

**Curriculum/Program Note:** All grant requests for Professional Development must be aligned with district curriculum. If you have any questions in regards to this stipulation, please contact the Professional Development Director or Assistant Superintendent for Curriculum.

**Technology Note:** If grant request involves technology, the request must be compliant with the Technology Standards and the District Technology Plan. This will ensure compatibility with the existing district equipment and that the Tech Department can support and maintain the technology. **Please include the cost of a warranty.** If you have any questions on technology requests, please contact the District's Technology Director/Department.

**Please Note:** Any equipment and/or materials purchased with Grant money from The Education Foundation of South Brunswick Township, Inc., become the property of the South Brunswick School District immediately upon purchase.

## MISSION STATEMENT

It is the mission of The Education Foundation of South Brunswick Township, Inc. (a non-profit corporation) to promote and provide educational support and opportunities through innovative programs and projects. The organization will fulfill its mission by attracting and allocating financial and in-kind gifts of goods and services to and for the students of the South Brunswick School District.

The Foundation will carry out its mission by focusing its support in the following areas:

**Enhancing Student Development & School Facilities** - Providing funds for learning activities that supplement, complement and augment the basic educational program and providing equipment and facilities not funded through other means.

**Encouraging excellence through creative learning and teaching** - Providing venture capital for creative ideas and programs and supporting the professional growth of staff

**Promoting community/school partnership** - Promoting community awareness of educational challenges and solutions, developing innovative programs to address the needs of students of the South Brunswick School District and the community it serves and providing avenues for individuals, businesses and organizations to share resources and gifts with the South Brunswick School District.



# The Education Foundation of South Brunswick Township, Inc.

## Grant Application

### Grant Applicant Information

Check One:             Mini-grant (up to \$500)             Collaborative Grant (up to \$1000)

Application Date: \_\_\_\_\_ School/Building: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's E-Mail: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

Project Title: \_\_\_\_\_

Budget Request: \_\_\_\_\_

One Paragraph Description of Project (attach further documentation if necessary):

**Project Information**

A. NEED:

1. What classroom/school need, problem or opportunity does the proposed project address?

B. PROJECT DESCRIPTION:

1. What are your objectives? Please include specific learning outcomes.

The Education Foundation of South Brunswick Township, Inc. - Grant Application

2. Describe the projects activities you wish to undertake. Address what you will do, who will do it, what resources will be required, and where project activities will take place. Include a time schedule conforming to the one-year time frame.

3. Approximately how many students will be affected by this project? \_\_\_\_\_

C. EVALUATION:

1. How will you determine whether the project has successfully met your objectives? Describe specific means of evaluation.

2. What will happen to the project at the conclusion of the grant? If it is to continue, how will it be funded?

D. HISTORY:

1. If you have implemented other projects in the past to address this need, please describe them, where the funding was obtained, and a short evaluation of the results.



The Education Foundation of South Brunswick Township, Inc. - Grant Application

E. BUDGET REQUEST:

1. Detail your budget request. Organize the budget items according to the project activities. Include information such as kinds of materials and equipment needed, sources of supply and specific costs. Please be as detailed as possible.

CATEGORY (e.g. Materials)	ITEM (e.g. pallet board)	QTY.	SUPPLIER (Must be District approved vendor.)	AMOUNT
<b>TOTAL:</b>			<b>\$</b>	

2. Will you be using additional materials, labor, or dollars for this project such as other donations, volunteer labor, other grants, school funds? If so, please describe.

**Applicant Signature and Agreement**

I grant to the The Education Foundation of South Brunswick Township, Inc., the right to use this proposal and the results of this project, if funded, for public information purposes or to help other educators.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Checklist and Approval**

I have reviewed this grant application and it meets the following requirements:

- Grant aligns with the goals of the District/School.
- Grant is INNOVATIVE.
- Price quotes in the Budget Request section are from DISTRICT APPROVED VENDORS ONLY.
- Traditional sources are not currently funding this grant request.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward your completed grant application to the**

**South Brunswick Board of Education Office  
c/o Education Foundation Grant Committee**

**Grants must be received no later than date indicated on Grant Application instructions.**

If you have any questions or need assistance please contact the Chair of the Grants Committee, via email at [grants@edfoundationsb.org](mailto:grants@edfoundationsb.org)

**-- FOR FOUNDATION USE ONLY --**

Date Received:  Elementary  Secondary

Curriculum Approval: \_\_\_\_\_ Date:: \_\_\_\_\_