

EDUCATION FOUNDATION OF GARWOOD

**P.O. Box 317
Garwood, NJ 07027**

The mission of the Education Foundation of Garwood is to support and enhance educational programs and projects for Garwood students that are consistent with Board of Education policies and objectives and are not fully funded by the district. The Foundation is proud to be able to provide resources to the schools for creative, innovative projects that promote excellence in teaching and learning.

Grant requests are reviewed in the spirit of the Education Foundation's purpose to provide a catalyst for the generation and allocation of resources to enhance the programs for students of the Garwood Public Schools. It seeks to be a partner of the schools and the community in the pursuit of excellence.

The non-profit organization provides an on-going, centralized source of additional funds and resources to assist the public schools in maintaining and enhancing the quality of education in Garwood. Its volunteer member Board of Trustees is independent of the Garwood Board of Education, but works cooperatively with the Board and Administration.

Criteria for Grant Application:

All proposals from the professional teaching staff that show promise of making significant contribution to the programs of the Garwood Public Schools are given careful consideration. Since funds available for distribution are limited, The Education Foundation favors awarding grants for projects not capable of being funded from the Garwood Public School District budget.

The Education Foundation encourages proposals from all curriculum areas, in addition to extracurricular activities and programs that affect student life and behavior. Applications from all district schools and grade levels are considered. The Education Foundation supports activities not provided in the standard school budget with the intent that these activities will have a lasting, positive impact on students.

Grants are available for definite programs and for projects covering a specified period of time. Grants of any size will be considered. The Foundation is interested in worthwhile projects that will enhance and compliment existing programs, or innovative and creative projects that will enrich current curricula. Any unexpended funds must be returned to The Education Foundation.

The Education Foundation does not provide funds for travel expenses, salaries or the cost of substitute teachers, reimbursement or retro funding for projects substantially or already completed, and equipment or supplies provided by the standard school district budget.

Notification and Expenditure of Grant Funds:

Grant applications are reviewed every four months during the school year. Deadlines for completed application forms are January 2nd and May 1st. Proposals must be received by the EFG BEFORE 4:00 PM on the due date.

The Grants Committee of the EFG Board of Trustees reviews requests and recommends action to the EFG Board, which makes the final decisions. All applications will be acknowledged and grant recipients will be notified by January 31st and May 31st. Please contact The Education Foundation of Garwood if you have received notification.

The grant funds will be held in a district Business Office account under your name and grant proposal description. You must follow all district policies regarding bids, documents of expenses and purchase orders. Please contact the Business Office after you receive notification about your EFG grant award.

Alternate Approval for Time-Sensitive Grants:

If a grant proposal requests a relatively small amount of funding and it is necessary to get an approval quickly in order for the project to happen, the Education Foundation Grants Committee and Board can review and vote on these requests in an expedited fashion. A time-sensitive proposal should be prepared as carefully as any other and submitted to the Office of Curriculum and Instruction with special notation to the timing of the project. Education Foundation meetings are held monthly, except in July and August. Be sure to allow sufficient time for the documents to be reviewed and approved by the Grants Committee and Board of Trustees.

Programs receiving funding are expected to publicly acknowledge The Education Foundation's contribution in any publicity or printed materials generated. Grantees should also be prepared to provide a written description or discuss their experiences. Upon completion of your project, you will be asked to prepare a brief outcome report so that the Education Foundation can have a record of your accomplishments.

Please mail the completed and approved grant request application to the above address. You may also place your completed application in the EFG mailbox in the Lincoln School main office.

Please direct any questions about your proposal to Adele Lewis, EFG Grants Committee, 789-0331 x1450.

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GRANT APPLICATION

(Reformatted copies of this application form produced on your computer are acceptable.)

1. Date of application: _____

2. Applicant's name (Contact Person): _____

Address: _____

Phone number & email address: _____

3. Grade(s) to benefit from grant: _____

4. Amount requested: _____

5. Are matching funds available? _____

If so, what is the source? _____

6. Anticipated start date: _____

7. Anticipated completion date: _____

8. Please include the following information on a separate sheet and attach to the application: project summary, project objective, background and general goals, details of implementation, how students will benefit from this project, estimated useful life of project and number of students who will be impacted, relationship to existing curriculum, budget, itemized expenses and equipment costs, other resources needed, additional school district resources and costs. See attached description of Criteria for Application and Required Information for a Proposal.

9. Signature of building Principal approving the request: _____

10. Signature of Superintendent for Curriculum, Instruction & Program: _____

Please mail the completed and approved grant request application to the above address. Or, you may leave the materials in the EFG mailbox in the Lincoln School main office.

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REQUIRED INFORMATION FOR A PROPOSAL

Please include the following information. Use the Section Headings listed below. Try to keep your Proposal short and concise. Be focused, specific, and convey your vision for the project.

1. Title Of Proposal

Indicate a short, descriptive title that captures the essence of the Proposal.

2. Basic Information

Names of individual applicant(s), title(s), and school(s) involved. For groups of collaborating teachers, please indicate who will be responsible for overseeing and implementing the project (contact person). Provide day and evening phone numbers and e-mail address for contact person. Indicate the roles of the collaborating teachers in implementing the program.

3. Summary Paragraph

A complete, but much abbreviated version of the entire Proposal (key points of general goals, specific aims and methods).

4. Background and Goals

Provide background, context and rationale for your project and state the educational need motivating your project. Describe your objectives in general terms and list expected outcomes, specific benefits, and impact on students. Explain how the project can be distinguished from standard school programming, or already available services or materials. State the general benefits of the project to students. Highlight the innovation or creativity of the project and describe how the project fosters excellence in student learning or behavior. If the project addresses a critical need, describe this in detail and clarify the dependence on grant funds in order for this need to be met.

5. Methods

Plan Discuss details of implementation. Include timeline and sequence of events. Give examples of specific project activity or content. Tell us who will do what and when they will do it. Discuss how equipment in the budget will be put to use. Indicate if equipment will be shared. Discuss potential problems that may arise and how you will address them. Make clear the feasibility of the project. What will students actually be doing?

Scope List the following information: 1) number of students who will participate or be affected by the project, 2) courses and curricula involved, 3) number of years the project will occur.

Outcome Evaluation What will your successful project look like? List criteria, procedures and data you will use to determine success in meeting your specific aims. Be as concrete and quantitative as possible. Upon completion of your project, you will be asked to prepare a brief outcome report so that the Education Foundation can have a record of your accomplishments.

6. Relationship to Curriculum

Explain how the proposed project relates to the curriculum. What courses or curricula will be affected and what is the rationale for this? How does the project go beyond standard programming to provide "something special"? Briefly refer to the applicable Core Curriculum Content Standards.

7. Budget

Itemize and justify expenses and equipment requested for the project. Relate the items to your specific aims, making clear how the equipment and expenses are essential for implementation. Do not ask for equipment/materials that are not strictly for the proposed project. Please indicate if any part of your equipment or expense is to be contributed from another source, including the District or Principal's budget. The Education Foundation does not provide funds for travel expenses, salaries or the cost of substitute teachers, reimbursement or retro funding for projects substantially or already completed and equipment or supplies provided by the standard school budget. Can the project continue into future years without further support from the Education Foundation? In general, grant funds are used as "start-up" money, and not as an ongoing source of revenue. Indicate likely sources of subsequent funding. If you assert that your project will need multi-year funding to truly succeed and thrive, make sure your objectives and methods justify this.

Other Resources Needed Specifically list the other resources you will need to implement your project (speakers, volunteers, equipment, etc.). Indicate how these other resources will be obtained. Mention if there are any natural linkages with the civic or local business community. Let us know if you need our help in establishing these links.

8. School District Resources and Costs

Think through any potential "hidden" costs to the school district (services, maintenance, facilities issues, cost of substitute teachers). List all such costs and resources, and indicate how they will be covered. Be sure to discuss these costs and issues with your Principal.

9. Appendices (NOT REQUIRED)

Material (articles, media releases, brochures) describing the project may be attached, but only if this material is essential to understanding the project or establishing its credibility, merit, and likelihood of success. Do not submit material already covered in your proposal. For conference and workshop applications, inclusion of the brochure is desirable and helpful.

10. Signature of Principal (REQUIRED)

Consult with your principal early in the grant writing process. Discuss feasibility, budget, other staff or other school involvement, number of "missed days" and substitute teachers, and the overall scope of the project. They may have other resources or may be able to link you with colleagues at other district schools with similar ideas and goals.

11. Signature of Superintendent (REQUIRED)

**Proposals must be received by the EFG
BEFORE 4:00 PM on the due date.**

Thank you for your hard work! We look forward to receiving your Proposal.