

## PROCEDURES FOR SUBMITTING GRANT PROGRAM REQUESTS SCHOOL YEAR 2008-2009

### Introduction

The Berkeley Heights Education Foundation, created in 1994 by community residents and local business people, raises funds and develops partnerships to enhance and enrich programs for students. The Foundation is a tax-exempt, not-for-profit organization that operates independently of the Berkeley Heights Board of Education and the PTOs. It is supported through tax deductible contributions and grants from individuals, corporations, foundations and businesses. All trustees of the Foundation are volunteers.

### Application Form

This form has been designed to encourage grant requests for the **2008-2009** school year. It replaces all other application forms provided during previous school years and must be completed in its entirety. No other grant opportunities will be offered this year.

### Applying for a Grant

***It is the objective of the Foundation to encourage new and innovative programs. Therefore, requests for programs that have been funded by the BHEF in the past 3 years should not be re-submitted.*** All requests must be completed by a teacher, principal or administrator. Organizations that conduct fund-raising events or campaigns are not eligible to apply.

Through this application process, the Foundation will fund programs and related supplies that supplement the curriculum and are used within a specified classroom(s), department(s), school(s) or throughout the district.\* The Foundation accepts requests that support creative and effective teaching techniques, enrich learning experiences for students and/or increase collaborations between community groups and the public school system. Please refer to our website [www.BHEF.info](http://www.BHEF.info) to see the descriptions of grants awarded the last three years.

Grants typically range from \$100 to \$2,500. In rare instances, larger grants are awarded for special programs that impact a large number of students.

All requests should be pre-approved by the applicant's school principal. Please e-mail the completed application to Donna Boyd ([zubbo@verizon.net](mailto:zubbo@verizon.net)) and cc your principal.

**Deadline: Monday, October 20, 2008**

**Notification: late November 2008**

If you have any questions, please contact Donna Boyd ([zubbo@verizon.net](mailto:zubbo@verizon.net)) or Nancy Imbalzano ([NImbalza@its.inj.com](mailto:NImbalza@its.inj.com)).

**\*PLEASE NOTE: The Foundation will fund a limited number of stand-alone technology and/or equipment requests according to the priority established by the supervisors. With respect to those requests, Columbia and GL teachers/administrators need to give their technology requests to their supervisors by October 20. Teachers at Hamilton Terrace and the 3 elementary schools should give their applications to their Principals by October 20. These administrators will then prioritize the requests and submit them to the BHEF by Oct. 27.**



## Guidelines for BHEF Evaluation of Grant Applications

***These criteria will be used by the BHEF to evaluate each grant application. Please keep these in mind as you develop a grant proposal and complete your application.***

**Initial Requirement** – If either of the following is true, the grant may be rejected without further evaluation:

- Has this grant been funded by the BHEF within the past 3 years?
- Is the application incomplete?

Weight	Criteria
20%	Is the program/proposal innovative; does it bring learning to life in an engaging and exciting way?
15%	Is the program/proposal innovative in that it is new and different; has never been done before in our schools; is outside the traditional parameters of the District budget?
15%	How many students will participate/are effected by the program/proposal?
	<ul style="list-style-type: none"> <li>• Does it serve more than one class?</li> </ul>
	<ul style="list-style-type: none"> <li>• Does it serve more than one grade?</li> </ul>
	<ul style="list-style-type: none"> <li>• Does it serve more than one school?</li> </ul>
15%	Is there a continued use or benefit beyond the project/program duration (e.g. art murals, pilot program like Writer's Workshop)?
10%	Is the program/proposal cross discipline?
10%	Is the program/proposal hands-on/interactive for the students?
10%	Cost Effectiveness
	<ul style="list-style-type: none"> <li>• Cost per student</li> </ul>
	<ul style="list-style-type: none"> <li>• Overall program cost/value</li> </ul>
5%	Is there a culminating event or project?



**Berkeley Heights Education Foundation  
Grant Application Cover Sheet 2008-2009**

Date of Application \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_

Title \_\_\_\_\_

School \_\_\_\_\_

Preferred email \_\_\_\_\_

Brief Description of Project (one sentence)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request \$ \_\_\_\_\_

Total Program Budget \$ \_\_\_\_\_

Date Program Begins \_\_\_\_\_

Date Program Ends \_\_\_\_\_

\_\_\_\_\_

Name of Principal

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**Berkeley Heights Education Foundation  
Technology/Equipment Request Cover Sheet 2008-2009**

Date of Request \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_

Title \_\_\_\_\_

School \_\_\_\_\_

Preferred email \_\_\_\_\_

Brief Description of Request (one sentence)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request \$ \_\_\_\_\_

\_\_\_\_\_

Supervisor/Principal



**Berkeley Heights Education Foundation  
Grant Application 2008-2009**

**Please submit an application that provides the following information and use the outline below when writing the application. All seven content areas must be explained in full for your application to be considered.**

- 1. Program Description**
- 2. Program Objectives**
- 3. Equipment/Supplies Required**
- 4. Itemized Budget (Include alternate sources of funding, if any)  
(Remember to include shipping/handling charges, if applicable)**
- 5. Program Time Line**
- 6. Number and Description of Student Groups Participating**
- 7. Criteria for Evaluating Project Impact**