

PROCEDURES FOR SUBMITTING GRANT PROGRAM REQUESTS SCHOOL YEAR 2009-2010

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.

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.

The Foundation will fund a limited number of stand-alone technology and/or equipment requests and will consider the priority of those requests as established by administrators.

Please refer to our website www.BHEF.info to see the descriptions of grants awarded the last five 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.

The Foundation recently established the Marsha Miller Grant for Outstanding Innovation in 2009. This new grant will support a highly innovative proposal providing for a unique educational experience for students in Berkeley Heights.

Cover Sheet and Application Form

These forms have been designed to encourage grant requests for the **2009-2010** school year. They replace all other application forms provided during previous school years and must be completed in their entirety. No other grant opportunities will be offered this year.

1. Complete the applicable Grant Cover Sheet and Grant Application. All requests should be pre-approved by the applicant's school principal.
2. If you are applying for a technology/equipment grant, please contact the district's technology coordinator, Mike Skara, to obtain estimates/pricing if possible.
3. **E-mail** the completed application to Donna Boyd (pdboyd34@gmail.com), your supervisor and principal.
4. You will receive an e-mail confirming the receipt of your application. Applications are due **Monday, October 19, 2009**.
5. Administrators will prioritize applications regarding technology/equipment requests by October 26, 2009.
6. Notifications regarding the grant applications will be sent via e-mail during late November, 2009.
7. If your application is accepted, the Foundation will request that you provide photographs of the implementation of the program and/or technology as described in your application.

If you have any questions, please contact Amy Stewart (amysstuart@yahoo.com) or Donna Boyd (pdboyd34@gmail.com).

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"> • Does it serve more than one class?
	<ul style="list-style-type: none"> • Does it serve more than one grade?
	<ul style="list-style-type: none"> • Does it serve more than one school?
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"> • Cost per student
	<ul style="list-style-type: none"> • Overall program cost/value
5%	Is there a culminating event or project?

**Berkeley Heights Education Foundation
Grant Application Cover Sheet 2009-2010**

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 2009-2010**

Date of Request _____

Contact Information:

Name _____

Title _____

School _____

Preferred email _____

Brief Description of Request (one sentence)

Request \$ _____

Name of Principal/ Name of Supervisor

**Berkeley Heights Education Foundation
Grant Application 2009-2010**

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**

ALL APPLICATIONS ARE DUE MONDAY, OCTOBER 19, 2009