



EAST BRUNSWICK EDUCATION FOUNDATION

East Brunswick Education Foundation

GRANT SUBMISSION GUIDELINES

East Brunswick Education Foundation Grants

I. Purpose

The purpose of the grants awarded by the East Brunswick Education Foundation is to provide funding for programs designed to enrich the curriculum for the students in the East Brunswick Public Schools.

II. Eligibility

The grants are available to all staff members and school-related organizations in the district. All types of grants may be awarded for all grade levels, with the exception of the Mini-Grants for Secondary Schools, as explained below. An applicant may not receive funding for the same project more than twice, with the exception of Partnership Grant projects as explained below.

III. Criteria

Proposed projects must enhance and enrich the curriculum. As such the grant money provided may be used to purchase any and all materials or equipment necessary to carry out the program as described in the grant. The grant requests must be within the guidelines of the curriculum as defined by the school district. Each grant is individually evaluated for content and value of the program. The EBEF does not pay for transportation or refreshments.

IV. Procedure

All applications must be approved by the principal, the subject area supervisor and the superintendent of schools before they are forwarded to the Foundation.

V. Evaluation

Each grant recipient is required to submit a brief evaluation of the funded project to the Foundation within one month after completion of the project. Any supporting materials, such as pictures, videotapes or letters from students, may be attached. The Foundation uses this information to monitor the grant program to ensure that its goal is being met.

VI. Types of Grants

A. Grants awarded monthly

- Mini-Grants are for amounts not exceeding \$500.
- Mini-Partnership Grants are for amounts not exceeding \$500. Applicants for this type of grant must have one other funding source. The EBEF will provide matching funds up to \$500.
- Mini-Grants for Secondary Schools provide up to \$2,500 for projects that will include all students in a grade level or will apply to an entire department in the school.
- Applications for mini-grants may be submitted at any time. The Grants Committee will notify applicants for these grants as to whether or not their requests for funding have been approved. Grant recipients may request assistance with their projects from students in the Community Service Program at East Brunswick High School.



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- First Lady of the Foundation Grants named in honor of EBEF co-founder, Amy Fisher, are for amounts up to \$15,000. Applications for this type of grant may be submitted at any time.

B. Grants awarded annually

- Excellence Grants are for amounts between \$500 and \$2,500.
- Blue Ribbon Grants are for amounts between \$2500 and \$7,500.
- Partnership Grants are for amounts up to \$2,500. Applicants for this type of grant must have at least one other funding source. The EBEF will match funds from one source, not the sum of all sources. There is currently no limit to the number of times an applicant may receive this grant.
- The Grants Committee will review all applications for these grants submitted by deadline noted on the application (January 9 for the 2008-2009 school year). Decisions concerning funding will be made by the EBEF Board of Trustees at the next regularly scheduled meeting. The Grants Committee will notify applicants as to whether or not their requests for funding have been approved. Grant recipients may request assistance with their projects from students in the Community Service Program at East Brunswick High School.

VII. Payment of Funds for Grants

The Foundation will send a check directly to the applicant for grants in the amount of \$1,000 or less. Applicants are asked to notify the Treasurer of the Foundation if they would prefer the checks for these grants made payable directly to the vendor(s). Receipts for purchases made with these funds must be submitted to the Treasurer of the Foundation. Funds for grants over that amount will be provided through accounts established by the School Business Administrator. Unless otherwise approved, all funds are to be used within six months after the start of the funded project.

Please contact the Foundation at 732-254-EBEF for additional information or for answers to questions about any aspect of the grants program.