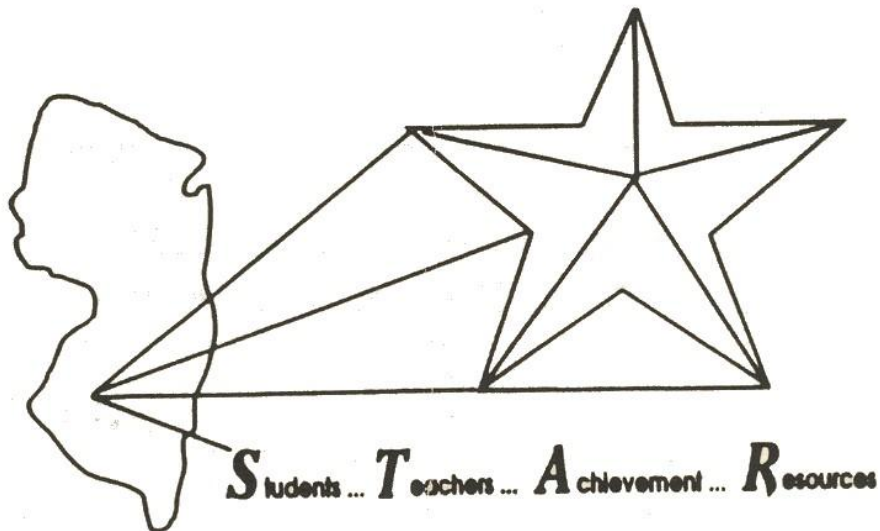


**GLASSBORO
EDUCATION
FOUNDATION
INC.**



*S*tudents ... *T*eachers ... *A*chievement ... *R*esources

GLASSBORO EDUCATION FOUNDATION, INC.

GRANT AWARDS PROGRAM

General Program Guidelines

- PROGRAM GOAL:** To strive for excellence and quality in the Glassboro school system.
- PROGRAM OBJECTIVES:** To encourage Glassboro's dedicated and competent educators to plan, implement and evaluate programs designed to meet more effectively the educational needs of our youth.
- To identify, support and extend public recognition to creative and innovative classroom teachers.
- ELIGIBILITY:** New Jersey certified teachers who are engaged in teaching activities in grade K-12 in the Glassboro School district are eligible for funds under this program. This includes certified special and compensatory education teachers.
- WHAT IS FUNDABLE:** Teachers may apply for funding for an innovative project or for the improvement of an established or traditional practice. The GLASSBORO EDUCATION FOUNDATION is particularly interested in projects that inject a creative and interesting approach to meeting a perceived need.
- Priority will be given to projects that:
- Stimulate students to learn;
 - Assist underachieving students to reach their potential;
 - Help talented students develop their skills in the arts, sciences and the humanities;
 - Improve basic learning skills;
 - Stimulate creativity and diversity;
 - Equip students with essential competencies for obtaining satisfying jobs and careers; and
 - Involve the community in the improvement of education.
- Projects may also be initiated by the FOUNDATION.

- APPLICATION PROCEDURE:** An original copy of the FOUNDATION's application must be submitted by the due date. Only completed applications will be considered.
- SELCTION PROCESS:** Proposals are evaluated by the Proposal Screening Committee of the GLASSBORO EDUCATION FOUNDATION. This committee recommends a list of grantees to the Board of Directors, who make the final selections. Only projects that meet the FOUNDATIONS criteria will receive grant awards.
- ACCOUNTABILITY:** The Executive Director/Board Member(s) of the GLASSBORO EDUCATION FOUNDATION may make an on-site visit to verify project implementation in accordance with the original application.
- The grant recipient will submit a final report summarizing the project's evaluation results.
- CONTROL OF FUNDS:** The funds requested may not exceed \$2,000 per request for any one fiscal year.
- The control of funds granted to a teacher rests with the local school board or its equivalent. The receiving board administers the funds and applies them only for the purposes for which they are granted.
- Funds granted are to be expended within one fiscal year after the date of the teacher's receipt of the award.
- The local school board or its equivalent keeps records and affords access thereto as the GLASSBORO EDUCATION FOUNDATION may find necessary.
- TIMELINE:** The date for receipt of the completed applications is indicated on the Grant Application.
- The number of grant awards will depend on the availability of funds and the appropriateness of the proposal.

Judges Criteria and Process

The mini-grant will be evaluated by the Glassboro Education Foundation, Inc. appointed grants committee.

The following award guidelines will be used:

- To be eligible for funding, an application must receive an average score of 65 points or better.
- Considering the limitations of funds, applications will be funded in order, highest to lowest, and only those applications at or above the 65-point cut-off score *may be* funded.
- It is possible that some qualified proposals will not be funded as grant funds may be expended as the ranking and award processes down the list.

<i>AREA</i>	<i>Statement of Need</i>	<i>Program Description</i>	<i>Goals and Objectives</i>	<i>Program Activity to Accomplish Objective</i>	<i>Evaluation Technique</i>	<i>Budget Summary and Detail</i>	Total Points
POINTS	15	20	16	24	15	10	100

Ranking criteria and point values are as follows:

<u>POINT VALUE</u>	<u>RATING CRITERIA</u>
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Statement of Need:

15

To what extent:

1. Is the identified need clearly defined, specific and documented?

Program Description:

20

To what extent:

1. Is there evidence that the proposed program has been developed to enhance learning in the school district?
2. Does the description illustrate the work to be done by all members?
3. Does the program description relate appropriately to the rationale/need statement?

POINT VALUE

RATING CRITERIA

Goals Objectives:

16

To what extent:

1. Do the applicant's goals coincide with GEFI goals, and benefit the school community?
2. Do applicant's objectives coincide with GEFI goals, and benefit the local community?
3. Are the applicant's objectives clearly stated and measurable?
4. Are the functions clearly identified in achieving objectives?

Program Activity to Accomplish Objectives:

24

To what extent:

1. Does the applicant's plan satisfactorily detail specific strategies and out comes?
2. Has the applicant presented a timetable for attainment and evaluation of the planned objectives?

Evaluation Techniques:

15

To what extent:

1. Does the evaluation plan contain an overall strategy to evaluate the program?
2. Does the evaluation plan contain a strategy to measure how the program is progressing and if the measurable objectives have been achieved?
3. Does the Plan indicate how the evaluation results will be used?

Budget:

10

To what extent:

1. Does the proposal include a detailed budget & justification?
2. Are the projected costs necessary, reasonable and consistent with the identified need, stated goals and plan objective? 5

GLASSBORO EDUCATION FOUNDATION, INC.

Application Instructions

- A. General Information**
(Page 1)
- This section provides the necessary identification information:
- Person(s) applying for grant
 - Grade level/teacher assignment
 - School principal's name
- B. Statement of Assurances**
(Page 1)
- To ensure that the proposal carries a high priority within the school district, and that the conditions of the grant are understood, a sign-off by the applicant's principal and the Chief School Administrator required.
- C. Project Title and Description**
(Page 2)
- Title Be concise, descriptive and specific as possible.
- Subject Area Specify the subject area(s) to which the proposal applies.
- Number of Participants The approximate number of students to be served by the proposal.
- Grade Level Grade level(s) of the students to be served by the proposal.
- Project Timeline Indicate the starting date of the proposal and the targeted completion date.
- Need Describe the problems and concerns that exist that require your plan to improve the situation.
- Program Description & Rationale Summarize your proposal. A general description of how you plan to improve the identified need or problem.
- D. Objective, Activities and Evaluation Techniques**
(Page 3)
- Objective Describe the anticipated outcome(s) of your proposal. The outcome(s) should alleviate, reduce or eliminate the need(s).
- Activities The activities are the means by which the teacher and the students accomplish the objectives stated. This section is the essence of your innovative or creative idea.
- Timeline For each objective, designate the completion date for the activities indicated.
- E. Itemized Budget**
- The budget requested should reflect the actual needs of the project with a maximum of \$2,000 per proposal. Compensation to the teacher for carrying out the project during the duration of the grant is **not** allowable.

Please Note: Additional pages may be attached to the application form if needed.