

GLASSBORO EDUCATION FOUNDATION, INC.

GRANT AWARDS PROGRAM

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.

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Application Tips

Please Note:

Over the years we have discovered that most grants that are not initially funded seem to have a common theme or several of the same mistakes that prevent the board from awarding funds. It is our hopes that the tips below will better aide you when applying for a grant. As always if there are any questions, please feel free to contact us at grants@glassboroed.org with any questions that you may have. One of our grant coordinators would be happy to assist you.

<u>Area of Concern</u>	<u>Suggestions</u>
B. Statement of Assurances (Page 1)	Make sure that all applications are signed and have an administrator's signature before submitting. If a signature is not possible, a letter or email attached given confirmation may suffice.
C. Project Title and Description (Page 2)	
Project Timeline	Indicate the starting date of the proposal and the targeted completion date.
Need	Describe the problem or deficiencies that exist in detail. Describe how your project or program will meet those needs.
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. All requests <u>must</u> have a dollar amount.