Jersey Shore Schools
Education Foundation
Engaging, Enriching and Extending

Anytime Funding Request Policies
Engaging Partners to Enrich and Extend Learning

JSSEF Funding Request Policy

The JSSEF welcomes funding inquiries. We will review and consider funding requests that have been submitted to our organization through the appropriate channels.

JSSEF Request Procedure

Any JSASD teacher may make a request to their building principal. A building principal may generate or approve a funding request and forward the request to the superintendent. The superintendent may generate and approve a funding request and submit it to the JSSEF. Once the JSSEF receives the funding request, it will be reviewed and considered for approval by the JSSEF Board of Directors. After the Board makes its decision, it will be conveyed in writing to the applicant and building principal.

General Criteria: The foundation favors proposals that clearly articulate a need/opportunity of high impact in the district that fall beyond the district budget. Proposals must demonstrate sustainability beyond the life of the grant.

An **outcomes evaluation report** outlining the grant benefits will be due to the education foundation no later than two weeks after the program/project is complete. The outcomes report must include but is not limited to:

- A brief summary of the program/project
- A number of students benefited (also teachers and / or parents, if applicable)
- Standards achieved
- A brief financial summary with all associated invoices

Sponsorship requests will be reviewed for consideration on a case-by-case basis.

Limitations: No grants will be provided for:

- Supplanting either the building or district budget
- Leveraging funds from the foundation to duplicate or supplant an already-funded project/program of the foundation (i.e.an EITC program and/or Teacher mini-grant)
- Parties, classroom supplies, incentive gifts, food and beverage, etc.
- Field trips (unless incorporated into a larger program or unique/special event
- Direct grants/scholarships to individuals (unless created at the foundation or already distributed at graduation)
- Multi-year funding

Adopted October 8, 2019

INTERNAL FUNDING REQUEST   **Date** Click or tap to enter a date.

Contact Information

Name: Click or tap here to enter text.

Email address: Click or tap here to enter text.   Phone: Click or tap here to enter text.

Request Details

Amount requested: Click or tap here to enter text.

Is funding request for a specific grade level, specific school building, or district-wide initiative?

Click or tap here to enter text.

Which school(s) or grade level(s)?: Choose an item.

Details about specific request (must attach supporting documents):

Click or tap here to enter text.

Date proposed funding is required: Click or tap here to enter text.

How would students benefit? Click or tap here to enter text.

Approximately how many? Click or tap here to enter text.

Describe alignment with existing initiatives: Click or tap here to enter text.

Budget:

Item Description	Quantity	Cost		Total Cost

*Applicants must complete <u>all</u> fields <u>and</u> complete an itemized budget.

Signature Page

Required Signatures

Signature of person making the request: Click or tap here to enter text.   **(Please send this application to your principal via email).**

Signature of building principal: Click or tap here to enter text.   **(Please forward this application to Dr. Brian Ulmer at bulmer@jsasd.org)**

Signature of JSASD superintendent: Click or tap here to enter text.   **(Please forward this application to foundation@jsasd.org)**

<u>For Official Use Only</u>

Date of approval: Click or tap to enter a date.   **Approval Signature:**

EITC: Choose an item.   **Foundation funds:** Choose an item.

Amount of grant: Click or tap here to enter text.

Choose the school: Choose an item.