

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 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

**INTERNAL FUNDING REQUEST**

Date \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Request Details**

Amount requested: \_\_\_\_\_

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

\_\_\_\_\_

Which school(s) or grade level(s)? \_\_\_\_\_

Details about specific request (must attach supporting documents):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date proposed funding is required: \_\_\_\_\_

How would students benefit, and approximately how many? \_\_\_\_\_

\_\_\_\_\_

Describe alignment with existing initiatives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Applicants must complete all fields and attach an itemized budget.**

# Signature Page

## Required Signatures

Signature of person making the request: \_\_\_\_\_

Signature of building principal: \_\_\_\_\_

Signature of JSASD superintendent: \_\_\_\_\_