



Englewood Cliffs Education Foundation GRANT APPLICATION INFORMATION

MISSION & PURPOSE:

The Englewood Cliffs Education Foundation is pleased to support the Englewood Cliffs public schools through a Grant program which seeks to inspire innovation, excellence and creativity throughout the school district.

The Grant program is a voluntary, application-based opportunity that assists teachers and administrators in providing curriculum enriching activities, programs and training opportunities that can not currently be met by the Board of Education budget. Activities would include those that extend and enrich the curriculum such as assemblies, innovative courses and new learning approaches to a subject area. Grant funds will not be considered for the purchase of materials to be funded by the school district or for transportation, travel, accommodation expenses or food services.

GRANT AMOUNTS:

No maximum or minimum has been set as a limit for each Grant proposal.

CRITERIA FOR SELECTION:

The following criteria will be used to evaluate each Grant:

1. Completeness of the application
2. Enrichment benefit to students
3. Compatibility of the Grant to current curriculum standards
4. Innovativeness or creativity of the proposal
5. Degree to which the grant idea cannot be met by the current budget
6. Degree of impact the grant will have on the students in our district



SELECTION PROCESS:

The ECEF will meet quarterly or as needed to review all applications and vote their final selections at a regular Trustee meeting. The ECEF Board will notify applicants, the principal and the Superintendent of which grants were awarded in writing shortly after the regular Trustee meeting.

APPLICATION PROCESS:

All teachers and administrators in the Englewood Cliffs public schools may apply. Applications are available online at our website www.ec-ef.org or in each school's main office. Grants may be submitted by individual teachers or by teams of teachers. Grants will be returned to the foundation via its website for consideration. After receipt and review by the ECEF Board of Trustees, applicants may be asked to make a brief presentation to the ECEF Board of Trustees and answer questions regarding their applications. Applications will be reviewed with the school principal and the superintendent, whose approval is also required for Grant application consideration. All Grants must be submitted on an ECEF Grant application form via email to the foundation with a hardcopy to the principal and the Superintendent of Schools no later than the appropriate deadline date, for quarterly Grant consideration.

YOUR APPLICATION SHOULD INCLUDE:

- Title of project/program. Interesting title descriptions are encouraged.
- Your name and school email address
- The total number of students and grade level that will be impacted.
- Description of the use of all materials, equipment and space requirements for the project/program.
- Describe your program/project features clearly and concisely.
- Explanation of the goals and objectives for the program/project.
- Specify the curriculum that your application will support.
- A start and expected end date for the project/program.
- Description of how student achievement or success will be gained and measured.



USE OF FUNDS:

Once awarded, the Grant funds must be expended or committed as soon as possible for maximum benefit and only for the purpose and budget stated in the approved Grant application. Any change or alternate use of the approved funding from the stated purpose must be submitted in writing to the ECEF treasurer for approval. Failure to do so will result in the forfeit of Grant monies.

WRAP-UP EVALUATION REPORT AND COMPLETION OF RUBRIC:

At the conclusion of an approved Grant program or project each Grant recipient must complete an on-line evaluation form. Failure to complete this wrap-up evaluation form may jeopardize future applications.

GENERAL INFORMATION:

Application Number: _____
(Application number will be assigned by ECEF upon receipt of the application.)

Date of Application: Spring _____ Fall _____ Year _____

Grant Proposal Title:

Applicant's Name/s:

Applicant's E-mail Address:

School Name:



Grade Level/s Impacted:

Curriculum Area Impacted:

Number of Students Involved:

Class Size (If Applicable):

Duration of the program/project:

Amount Being Requested (Please provide cost details later in this application):

GRANT DESCRIPTION:



Description (continued)

Describe how the program/project supports the curriculum.

Explain why your Grant would be considered innovative or creative in nature.



List any other resources that may be needed to assist in the implementation of the Grant (i.e., staff, custodians, parents, outside resource personnel or community support).

Describe how the Grant will affect students' achievement, please describe.



How will you evaluate this program/project?

Principal's Comments (optional)



BUDGET (YOU MUST COMPLETE THIS SECTION!)

Please list all costs and the breakdown of such costs (ie, materials, equipment, labor and rate, etc).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL \$ _____	

Have you sought funding for this program/project from any other source?

Yes No

If Yes, please explain:



I (we) understand and agree that this application as submitted with its budget figures are represented truthfully and without bias or prejudice, and compiled to the best of my/our ability. I also agree to be featured, photographed and/or highlighted in all ECEF publicity and solicitation for both print and website use, should my grant application be awarded. I also understand that I must complete a wrap-up evaluation and rubric if my Grant application is awarded.

Applicant's Signature:

Co-Applicant's Signature:

Principal's Name:

Principal's Signature:

Superintendent's Name:

Superintendent's Signature:

GRANT WRAP-UP EVALUATION & RUBRIC

Applicant/s Name:

School:



Date of Grant Approval:

Title of Grant:

Approved Budget Amount \$

Brief description of the Grant program/project:

KEY:

1 Not at all 2 Somewhat 3 Moderate 4 Effective 5 Extremely Effective

1) Did the Grant accomplish the goals as stated in your application?

No	1	2	3	4	5	Yes
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2) Will you request funds to continue the program/project?

No	1	2	3	4	5	Yes
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3) Will you recommend this program/project to other schools or teachers?

No	1	2	3	4	5	Yes
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4) Was the program compatible with the curriculum?

No	1	2	3	4	5	Yes
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5) Did students learn something they otherwise would not have learned from traditional curriculum methods?

No	1	2	3	4	5	Yes
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6) Would the grant be appropriate for your grade level as a whole?

No	1	2	3	4	5	Yes
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7) Would this grant be worth repeating in the future?

No	1	2	3	4	5	Yes
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8) Would this grant be replicable in the other schools in the district?

No	1	2	3	4	5	Yes
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9) If this grant paid for an outside presenter/assembly, can you teach this material in the future?

No	1	2	3	4	5	Yes
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10) List the three most important highlights of this grant relating to the specific observed benefit to the students involved:

1. _____
2. _____
3. _____

11) What specific recommendations would you make to a teacher considering replicating this grant for his/her classroom?

12) Did the implementation of this grant require any additional teacher training/development? If so, please explain.

NOTES:

Please add any comments or suggestions that might be helpful.
