

## **RUTHERFORD EDUCATION FOUNDATION EDUCATION PROJECT GRANT INFORMATION**

The RUTHERFORD EDUCATION FOUNDATION shall provide financial support for worthy projects or activities that will enhance the educational experience of students in the Rutherford district. This document outlines the criteria that will be used in deciding which applications receive funding. It also provides detailed instructions for completing the application form.

### **Eligibility:**

Any person residing in the Rutherford School District or any teacher, administrator or staff member at any of the schools in the district may apply for support. The eligible schools include not only the public schools of the Rutherford School District, but also accredited private schools (grades K- 12) whose student body consists predominantly of Rutherford residents.

### **Types of projects that may be supported:**

There are no pre-defined restrictions. In-class activities, field trips, travel support and extracurricular activities are all open to consideration.

### **Criteria for granting awards:**

Primary consideration will be given to those projects that will have a positive influence on the educational experience of the target student population. The term "educational experience" is intended here to be interpreted in a very broad sense. Although proposed activities may be directly related to curricular topics, they need not be. Projects aimed at attitude and value development or career exploration, to give two examples, are eligible for support.

Because the mission of the Foundation is to *enhance* the experience of our children, a second major criterion will be that the project could not be supported by regular school budgets. Trial projects that might later become supported by regular school budgets, however, are eligible for Foundation support. Requests for items normally covered under the Board of Education's capital budget are typically referred to the Board of Education.

Another important criterion will be the degree of innovation in the proposed project. This is particularly important if it appears that the novelty of the proposed activity will elicit a positive response from the target student population.

The target student population will be another important element in the evaluation of applications. High impact activities for a small number of students (even as few as a single student) and broader impact activities targeted at larger groups will both be considered. Because the Foundation's funds are limited, there will be some attempt to distribute awards so that many schools and age groups may benefit. Nonetheless, proposals will be funded based on merit.

There has been an attempt to simplify the application form as much as possible. Those proposals that are presented clearly and convincingly within the confines of the form stand the best chance of being funded. The Foundation may request to interview applicants for the purpose of clarifying issues that might not be addressed in the written application.

### **Conditions of the award:**

Grants to members of the School District will approved by and administered through the Board of Education for the purposes outlined in the grant proposal. The Applicant cannot use the funds for any purpose substantially different from that expressed in the project application, although small deviations from the proposed budget within the overall total grant amount, such as substitution of vendors or changes in prices of goods or services, are allowable at the discretion of the Project Leader. A project report is expected for all grants that are funded upon completion of the project or the end of the school year. The foundation reserves the right to request a final cost accounting.

The signature of the school principal signifies their agreement to allow the Applicant to carry out the proposed project as outlined in the application. The school or school district is responsible for ensuring that any activities carried out under the award are conducted in accord with all relevant state laws, regulations and safety requirements.



All grant money is managed and distributed through the regular RBOE purchase order process.

**RUTHERFORD EDUCATION FOUNDATION  
APPLICATION FOR EDUCATION PROJECT GRANTS**

**SECTION A**

Applicant's Name:  
Position:  
School:  
Department:

Telephone (work):                      (home):                      (fax):  
E-Mail:  
Project Title:

Date of Application:  
Proposed date(s) of project: (from)      (to)  
Funding amount requested:

**SECTION B**

1.      What are the goal(s) and/or objective(s) of the proposed activity?
  
2.      What student(s) or student group(s) will participate in, or benefit from, the proposed activity?
  
3.      Describe the proposed activity.
  
4.      Explain how the proposed activity is instructionally innovative and will enrich the educational experience of the target student population.
  
5.      How will you evaluate and measure the success of this project upon its completion?
  
6.      List all individuals who will be involved in supervising or coordinating the activity. Briefly describe the role of each individual. Indicate one individual who will have the principal responsibility for overseeing the activity (i.e., the project leader).

**SECTION C**

Provide a complete budget for the proposed activity. For each budget item, provide a written justification for that item.

Other funds available for the project (specify amount(s) and source(s) of fund in addition to those requested from the Foundation, and how the funds will be used).

**SECTION D**

**Grant Applicant Signature and Endorsements**

Name (printed)

Signature

Applicant

\_\_\_\_\_

\_\_\_\_\_

**Required Endorsements**

I have reviewed this Rutherford Education Foundation Grant Application and endorse and support this grant proposal.

Name (printed)

Signature

Principal

\_\_\_\_\_

\_\_\_\_\_

## **RUTHERFORD EDUCATION FOUNDATION EDUCATION PROJECT GRANTS**

### **Instructions for Completing the Application:**

*Section A.* Self-explanatory.

*Section B.*

Use the space provided. Although brevity is important, you may use additional pages in order to provide complete responses to the questions in Section B. Be sure to indicate the question number on any additional pages that are used.

Question 1: Self-explanatory.

Question 2: Indicate how many students will participate. Indicate how the students will benefit from the activity.

Question 3: Be sure to provide sufficient details regarding the organization and time frame of the proposed activity. Actual dates should be included if these are relevant and available.

Question 4: Self-explanatory.

Question 5: Self-explanatory.

Question 6: Self-explanatory.

*Section C.*

The Applicant must sign the application.

Signature of the Principal(s) of the schools involved in the proposed project imply that the school will allow the proposed activity to be carried out as described in the application.

The applicant may also append, but is not required to, additional items, such as articles supporting the proposed activity, lesson plans, etc.

*Completed applications should be sent via inter-office mail to:*

**Dr. Rosemary Jones  
Superintendent of Schools**