



Medford Education Foundation
Our Schools...Our Future

APPLICATION FOR GRANT

Applicant Name: _____

Applicant Title/Position: _____

School: _____

Office Telephone: _____

Home/Cell Telephone: _____

Mailing Address: _____

E-Mail Address: _____

If applicant is not a certificated employee of the Medford Township School District, provide the following information:

Sponsor Name: _____

Sponsor Title/Position: _____

School: _____

Office Telephone: _____

Home/Cell Telephone: _____

E-Mail Address: _____

Title of Project/Activity: _____

Project /activity meets or enhances the following New Jersey Core Curriculum Content Standard: _____

Applicant Signature: _____

Date: _____

I hereby certify that I have reviewed the application and find that the proposed project is educationally valuable and meets and enhances the New Jersey Core Curriculum Content Standard(s). I further acknowledge that any assets obtained with grant funds will become the property of the Medford Township School District and that the District will assume all responsibility for future maintenance, upkeep and repair of any such asset:

Principal Signature: _____

Date: _____

If submitted to the Medford Township School District Technology Supervisor:

Signature: _____

Date: _____

MEDFORD EDUCATION FOUNDATION GRANT APPLICATION REQUIREMENTS:

Please provide the following information:

1. A short description of your proposal. Include goals and objectives and how the project relates to and addresses specific New Jersey Core Curriculum Content Standards.
2. A plan for implementation as well as a detailed timeline.
3. The approximate number of students who will be positively affected by this project. Include grade levels and the number of students who will benefit from this project.
4. Details relating to the proposal. Include specific information such as the cost of materials (including program materials and instructional materials), equipment, maintenance, consumables, transportation, shipping and handling, and source(s) of supply. Be specific as your grant application will not be considered without sufficient detail. Individual requests for more than \$1,000.00 will not be considered. Extraordinary collaborative requests from multiple applicants will be considered up to a maximum of \$2,500.00.
5. Whether the proposal has been submitted to any other funding source and, if so, list the source and the amount of the request. Also, indicate the date you expect to have an answer from that source and whether denial will adversely impact your ability to continue with the project even if you receive funding from this grant application.
6. How you will determine that the project goals have been met, how your project was beneficial, and the method you will use to evaluate participant learning or growth and development.
7. How you will provide information regarding the outcome of this project (written report, video, photographs, etc.) to the members of the Board of Trustees of the Medford Education Foundation.

Please note:

All grant applicants are required to obtain the approval of the site principal prior to submission to the Medford Education Foundation and a copy of the grant application must be sent to the Medford Township Superintendent of Schools and the Medford Township Administrative Director of Programming and Planning.

All grant recipients will be required to submit a grant progress report to the Medford Education Foundation within one (1) year of award of Medford Education Foundation grant funds.

All grant recipients will be asked to include the following statement when publicizing, discussing or implementing a project funded through this program: "This project is funded by a grant by the Medford Education Foundation."

All grant recipients will be required to utilize grant monies within one (1) year of their award or risk forfeiture of the award.

ADDITIONAL REQUIREMENTS FOR PROJECT APPLICATIONS THAT CONTAIN TECHNOLOGY COMPONENTS:

Any grant application containing a technology component must contain the following information:

- A. A written plan that explains how this item will be integrated regularly into instructional practices and learning activities.
- B. The requirements and cost of installation (mounting, electrical, data cabling, etc.)
- C. The cost of maintenance and consumables.
- D. The cost of training.

NOTE: Any grant application containing a technology component must first be submitted to the Medford Township School District Technology Supervisor for review and approval. The applicant is responsible for verifying that any software component is compatible with hardware and software in use by the Medford Township School District.

APPLICATION CHECKLIST:

- Completed application
- Application narrative
- Relation to NJ Core Curriculum Content Standard(s)
- Speaker curriculum vitae, if appropriate
- Program budget summary
- Principal's approval/signature
- Medford Township School District Technology Supervisor's approval/signature, if applicable
- Copy for Medford Township Superintendent of Schools
- Copy for Medford Township Administrative Director of Programming and Planning

Completed application with supporting documentation should be mailed to:

MEDFORD EDUCATION FOUNDATION
Attention: Education Grant Program
P.O. Box 71
Medford, New Jersey 08055