

Answer all questions listed below. You may include any additional information to support your request.

Title of Project/Program: _____

Applicant(s) Name/Title: _____

Email(s): _____

Phone: _____

Amount requested from the Foundation: \$ _____

**Please include (in a separate document) a complete breakdown of the total funding requested.

Are funds for this project being allocated from other sources (HSA, etc.)? Yes / No (circle one)

If yes, please specify: _____

Date funds needed by: _____ Start/end dates: _____ to _____
(dd/mm/yr) (dd/mm/yr)

School(s) /or Grade level(s) involved: _____

Number of students involved: _____

Describe the program or project: (Attach a separate sheet for your response.)

- Why is the project/program needed?
- How does this project/program enhance the existing curriculum and/or meet a specific need?
- What is the long-term sustainability of this project/program?

Three ways to submit completed application: (Please print out a copy for your records.)

1. Scan, then email to edufoundation2012@gmail.com.
2. Mail to GREF, 233 Rock Road #301, Glen Rock, NJ 07452, or
3. Do it online – fill out and submit at www.gr-edufoundation.org/teacher-grants.

Signatures required: (Applicant should review and then check first two boxes.)

- I have reviewed the GREF Funding Guidelines and Procedures
- Within 90 days of completion, I will provide a final report with an assessment of the project and its impact.

Applicant Sig.: _____ /Dept. Head _____

Print name: _____ / _____ Date: _____

- The Principal(s) of the school(s) involved in this initiative approved this application.

Principal Signature: _____

Print name: _____ Date: _____

- Approved by Kathy Regan, District Director of Curriculum and Instruction

Director Signature: _____

Print name: _____ Date: _____

Funding Guidelines and Procedures

The Glen Rock Education Foundation offers grants to fund innovative ideas and initiatives that support academic excellence in the classroom (K-12) and the community, and would otherwise not be funded by the Glen Rock Public School District budget.

We fund District-level initiatives and will consider providing funds for:

- Materials, tools and equipment requests as they relate to/support the proposed project.
- Special programming, such as visiting artists, assembly programs and field trips, especially if longer-term impact is anticipated.
- Professional development that will enhance classroom instruction, or support proposed projects to ensure the projects' successful implementation.
- Educational community-wide programs accessible to all Glen Rock residents.

Application Guidelines:

Applications are accepted on a rolling basis between September and June. Those submitted June-August will be considered in September.

- To be considered, applications must be complete and include supporting materials.
- The Grant Request application can be filled out online through the Foundation's website: www.gr-edufoundation.org/teacher-grants
- The Foundation Board of Trustees meets once a month. Applications must be received via email (edufoundation2012@gmail.com), regular mail or online submission by the 25th of the preceding month to be reviewed at the next board meeting.
- Applicants will receive an email response acknowledging receipt of the application and an approximate notification date of the Board's decision.
- The Foundation trustees review each application on its merit. Not all applications can be approved. The Board's decision is final.
- **Contact:** Angela Vila, GREF President, at edufoundation2012@gmail.com .

Grant Procedures:

As part of its approval process, GREF will share grant requests with the Glen Rock Board of Education and the District's Director of Curriculum to ensure that funded projects are consistent with curriculum trends and objectives, teaching techniques and technological advancements.

- Funds will be allocated via the District Business Office within 15 working days of approval.
- All funds must be spent within 12 months of receipt. Any remaining funds must be returned to the Foundation.
- Any materials purchased as part of a program funded by the Foundation:
 - are property of the Glen Rock Public School District.
 - must be purchased through the District's purchasing process. Contact the District Business Office for details.

Marketing:

- The grant recipient works with GREF Marketing and Communications to announce receipt of the Foundation grant. Program publicity must include the acknowledgement, "This program is made possible by a generous grant from the Glen Rock Education Foundation."
- Where possible, provide program-related photographs that may be used in local media, school publications and other media.