

Education Foundation of Millburn-Short Hills

Grant Proposal Procedure

The Education Foundation of Millburn-Short Hills (EFMSH) Grants Committee screens every grant request diligently, works closely with the Superintendent's office to ensure that grants are consistent with district objectives, and requires the approval of the Education Foundation Officers and Membership. Grant proposals are welcome from Millburn public school teachers, staff and administrators. However, the building principal and/or the superintendent must approve all proposals. We also encourage collaboration across schools, grades and departments.

EFMSH offers one grant cycle each year, proposals must be submitted by May 1st; notification will be made June 15th. Once approved, funds are available as reimbursement from EFMSH or through the Board of Education, depending on purchase method. Proposals may be submitted at any time and will be considered on May 1st. Any proposals received after May 1st will be held for the next year. The only exception to this is time urgent projects that cannot wait until May for review. These cannot exceed \$2000 to be considered earlier in the year.

Completed proposals should be emailed to either ibreenie@yahoo.com or douglasandmelissa@comcast.net or mailed to Education Foundation of MSH, P.O. Box 160, Short Hills, NJ 07078. Proposals must be received by the deadline date. Any addendum to an application that cannot be emailed can be mailed.

EFMSH is dedicated to enhancing the Millburn public school curriculum by providing equipment, technology, programs and staff development that cannot be funded within budget caps. EFMSH welcomes grant applications that work with the Millburn Board of Education's goals and are in the following broad areas:

- 1. Communication Skills. These projects develop students' skills in reading, writing, speaking and listening. They also provide experiences in the performing and fine arts.***
- 2. Critical Thinking and Development. These projects are intended to sharpen students' thinking skills in all areas of the curriculum. Projects enhance students' abilities to evaluate, plan, organize, analyze and solve problems. Projects that benefit the physical and/or emotional well being of students will also be considered.***
- 3. Teaching and Learning Methods and Skills. These projects seek to foster professional growth and development for all staff members.***

We will consider funding:

EFMSH welcomes innovative proposals. Small-scale projects with the potential to be expanded to other schools and/or grade levels will be considered as carefully as larger ones.

- 1. Projects should enhance the academic program, and/or the curriculum or staff development of the Millburn Public Schools.***
- 2. Projects should enrich—not duplicate or replace—the current curriculum and educational structure of the Millburn Public Schools. For EFMHS to consider funding a project dropped by the Board of Education, the applicant must have rethought, updated and/or revamped it.***
- 3. Projects should reflect the goals of the Millburn Board of Education and must have the support of a building supervisor and appropriate curriculum personnel.***
- 4. Projects should be in areas where it is possible to determine and judge the results by some measure of quality.***
- 5. Projects should be based on one year of funding. If multiple years of funding are needed, a new proposal must be submitted each year and will be subject to the same review process.***

What we CANNOT fund:

1. We will not fund grants without the approval of the Millburn Board of Education.
2. EFMSH will not fund teacher grants that replace or relieve existing responsibility for public funding of school programs, nor are they intended to substitute for normal budget growth and maintenance.
3. We will not give more than the amount the Board of Education pays for curriculum development, when requests are made for a stipend for a teacher's and/or parent's time.
4. EFMSH will not pay for substitute teachers, for food (catering, meals, etc.) or for consumable items, (standard classroom supplies, etc.)
5. EFMSH will not grant funds for non-specific expenses. Budgets must be clearly defined and items listed.

Grants will not be automatically renewed, but must be resubmitted and competitively reviewed each grant period. If a grantee reapplies for a project that EFMSH already funded, he/she must include a completed project evaluation.

Grant Application Process

1. All applications must have the support of a Millburn Public School principal or administrator. All applications must also be approved by the Superintendent or Assistant Superintendent for curriculum. Applicants should first discuss proposals with their building and/or curriculum supervisors.
2. Applicants must complete the application and **obtain the required approval signatures.**
3. Completed applications should be emailed to either ibreenie@yahoo.com or douglasandmelissa@comcast.net or mailed to EFMSH, PO Box 160, Short Hills, NJ 07078 and must be sent to arrive by May 1st.
4. Applications will be reviewed by the EFMSH Grants Committee. After reviewing the grant, we may contact the applicant for additional information regarding the grant application.

5. The EFMSH Grants Committee will review all the grants. Grants that meet all criteria will be brought forward to the general membership for voting. EFMSH makes awards based on the merits of each application and our ability to fund the grants presented. (The Board will set a limit on the funds to be granted based on the total amount EFMSH has available. The Grants Committee will then prioritize the grants for that period and, keeping within the funding limit, will determine which grants to recommend for funding.)
6. EFMSH will present the awarded grants for approval to the Millburn Board of Education.
7. Applicants will be notified in writing of the funding decisions. Grant recipients will receive detailed instructions for accessing funds at that time. Once a grant is awarded, the total amount of the grant cannot be changed. Remember to include storage, shipping etc., if needed.
8. All purchased materials, equipment and supplies will be the property of the Millburn Board of Education.
9. Grant recipients are asked to include the following statement when publicizing or implementing a grant. "This project is funded by a grant from the Education Foundation of Millburn-Short Hills."
10. **Grant recipients will be required to provide EFMSH with an evaluation of the project no later than one month after completion of the grant.** Grant recipients are also requested to discuss the grant with other relevant staff members in the district.

Funds are available for eighteen months from the date of approval. Grant recipients must submit a written request for extension of the eighteen-month period to the EFMSH Grants Committee.

Education Foundation of Millburn-Short Hills
Mini-Grant Application
2011-2012

Project Title: _____

Submitted by: _____

Date: _____ Amount Requested: _____ (Please
attach a detailed budget)

Please describe your request with specific information about
the purpose and benefit to Millburn Public School students:
(Feel free to use additional sheets to explain fully, be sure to
include your objectives and rationale.)

Please explain the timing of this project/program:

Grade Level(s), Subject and/or Students Impacted:

Number of students who will benefit from this project/program:

How will success be measured:

Submitted by: (please print) Name:

School/Office: _____

Email: _____

Phone: _____

Approvals: **Applicant must obtain approvals before submitting application**

Approved by Principal: _____

Date: _____

Approved by Superintendent: _____

Date: _____

After submitting:

Approved by EFMSH: _____

Date: _____