



**Mountainside Education Foundation, Inc.**  
**P.O. Box 1203**  
**Mountainside, NJ 07092**

## **Grant Application Instructions**

### ***Program Objectives:***

1. To maintain or enhance the quality of education in the Mountainside School District.
2. To benefit, directly or indirectly, students in the Mountainside School District.

### ***Eligibility:***

Proposals submitted by N.J. certified teachers, administrators and support staff who are employed in the Mountainside School District, as well as students, parents and members of the Mountainside Community will be considered.

### ***What is Fundable?***

1. Projects that support the enhancement and enrichment of the current curricula, or the introduction of innovative academic and extracurricular programs aimed at motivating, inspiring and educating students.
2. Projects that assist teachers in improving the teaching process.
3. Projects that involve the community in the improvement of education.
4. Project awards may be used as monetary compensation for experts who are brought in to work with students inside the classroom. Typically, grant awards may not be used to fund or supplement the salaries of teachers or staff employed by the Mountainside School District.

### ***Application Procedure:***

Applications may be submitted through March of the school year for funding during the current school year. Only complete applications will be considered. All pages from this packet must be submitted, along with any necessary attachments. Applications may be submitted after March, and through the summer months, for projects that will begin in September of the next school year. Answers should be attached to the Grant Application on a separate page in typed form. Please do not put your name on the Grant Application Sheet or the answer page. The completed Grant Application should be submitted to the Grant Liaison.

Proposals are evaluated by the Mountainside Education Foundation (MEF) on a first come first served basis. The MEF will accept and review proposals for the current school year as long as funds are available. The Grant Liaison may contact applicants for clarification as needed. Applications will be reviewed on a regular basis with final decisions made by the Board of Trustees at each Board meeting, as required. Only projects that meet MEF's criteria will receive grant approval and funding.

### ***Accountability:***

1. A representative from the MEF has the right, at their sole discretion, to make one onsite visit to verify project implementation in accordance with the original application.

2. All distributed flyers and information must have the MEF Logo on it as well as the words "Funded by MEF". A copy of our logo will be forwarded to you upon Grant approval. All publicity from the project must state "Funded by MEF."
3. The applicant must submit a final report summarizing the project's evaluation results, due within 90 days after the date the project award was granted or the completion of the project, whichever is later. The grant will not be considered for renewal without this report.
4. Students involved in the project should be encouraged to keep a log or journal as a group to assist the MEF in understanding the students' evaluation of the program.

### ***Control of Funds***

1. All Funds must be expended during the current school year. Any unused funds or overpayment must be returned to the MEF at the end of the school year.
2. It is the applicant's responsibility to supply invoices for the Program. Funds can either be paid directly to the supplier of the program or to the applicant for reimbursement (with the presentation of receipts and proof of payment).
3. If the actual cost of the project is greater than the Grant Amount approved by the MEF, the applicant must submit a revised Grant Application Cover Sheet with the corrected total amount of funding requested. The applicant must also note the reason the actual cost is greater than anticipated. The MEF Board of Trustees reserves the right to review the Grant again and approve or deny said Grant based on the additional funding request.
4. If the actual cost of the project is less than the Grant Amount approved by the Board of Trustees of the MEF, the balance must be returned to the MEF.
5. If the grant is approved for the current school year and is subject to renewal for following year, the applicant must submit a renewal letter by November 1<sup>st</sup> of the year in which the renewal will take place. Failure to submit the renewal letter may result in loss of funding.



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## Grant Application – Cover Sheet

Applicant(s) Name:

Date:

Telephone No:

Address:

E-Mail Address:

**Total Amount of Funding Requested: \$**

Number of Children/Grade(s) Participating:

**This application is to be submitted to the Grant Liaison, Sara Gesser at [saragesser@hotmail.com](mailto:saragesser@hotmail.com).**

I agree that all funds must be expended during the 2019-2020 school year. Any unused funds or overpayment must be returned to the MEF at the end of the completion of the project which is the subject of this grant request. If this project is successful and I plan to renew it for the following school year, I will send notice to the MEF no later than April 1, 2020 so the MEF can budget appropriately. Failure to do so may result in this project not being subject to renewal for the following academic year. If your project does not run until after April 1, 2020, the MEF requires notice within 2 weeks of the completion of the project. Once notice is given to the MEF and the MEF approves your renewal, an executed Letter of Intent for Grant Renewal is due to the Grant Liaison no later than November 1, 2020. **All distributed flyers and information must have the MEF Logo on it as well as the words "Funded by the Mountainside Education Foundation". All distributed material must be approved by the Grant Review Committee Liaison prior to distribution. All materials not approved are subject to correction and immediate redistribution, as well as possible loss of funding.**

By accepting funds for this grant, I am responsible to comply with all the instructions and procedures as set forth in the Grant Application Instructions. If all instructions and procedures are not complied with, the MEF Board of Trustees reserves the right to withdraw the funding in full for this grant.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Grant Application

***Attach answers on a separate page in typed form. Please do not put your name on this sheet or the answer page.***

Application Date:

Project/Grant Name:

Overview of Project:

### ***Purpose of Grant***

1. Reason for Grant request (specifics on how this project will enhance and benefit the children of the Mountainside School District).
2. Project description in detail.
3. Objectives/Goals to be achieved by this Project.
4. List any other School Districts running this program successfully. If so, please specify.
6. Number of students and grade levels that will benefit from this Grant.

### ***Funding***

1. Projected costs of the Project.
2. Grant amount requested.
3. State if any other organization (including the Mountainside Board of Education) has been approached to fund this project, in part or in whole, and if said funding has been secured.
4. Grant funding timeline (i.e. when is the money needed for disbursement?)

### ***Evaluation of Grant***

1. Submit a set a criteria that will be used for the evaluation of the project's success.
2. State any follow up activities that will be planned.
3. Explain how all publicity will acknowledge the support given by the MEF for this project.
4. State whether this is a onetime grant or if the grant is subject to renewal in the subsequent academic year.

List any other pertinent information about this project that you feel will assist in determining whether this project can be recommended for funding by the MEF Board of Trustees.