

## **I. Mission**

The Mission of the New Providence Education Foundation is:

- To generate and allocate resources that will enhance the educational experiences of students in the New Providence Schools.
- To foster partnerships between the New Providence Public Schools and the community to enrich the educational programs in the schools.
- To support new and innovative educational programs that are otherwise not funded through traditional sources.

## **II. Purpose**

The purpose of the New Providence Education Foundation's grant program is to provide funding for initiatives that will enrich the educational experiences of students in New Providence Schools.

## **III. Eligibility**

Grants are available to all faculty and administrators in the district. Faculty members and/or administrators can submit their grant requests every year during our grant cycle. School related organizations are not eligible for grants.

## **IV. Guidelines**

Proposed projects should be designed to enhance the curriculum, guidance or counseling programs of the district. Grant requests should relate to the priorities and concerns of the school district. Proposed projects should impact a wide range of students, or have the potential to be expanded to other schools and/or grade levels. It is our goal that successful projects become institutionalized within the district. Because of the large number of grant requests, stipends for a teacher's time will no longer be considered. The results of each program will need to be evaluated by some measure of quality to determine if it reached its intended goals.

## **V. Procedure**

Applicants must submit a typed copy of the completed application, as attached, including all of the information requested by the deadline of **FEBRUARY 1, 2019**. All applications must be approved by the school principal and Department Head, who will review and forward applications to Central Office for approval. Applications must be approved by the Superintendent. Approved applications will be forwarded directly to the NPEF for their review and approval. Once final awards are announced and approved by the Board of Education, funds will be disbursed to the School Business Administrator who will set up accounts for each program and pay expenses, as outlined in the approved budget for the grant. **\*\*Each grant recipient must submit photos to the NPEF for the "Grants in Action" brochure within one month of the funded project being introduced into the school and/or classroom to students.**

## **VI. Evaluation**

Each grant recipient must submit a brief evaluation of the funded project to the Foundation within one month of its completion. The evaluation should indicate if the goals of the project were met and how. Any supporting materials, including photos, video or letters from students may be attached.

*To submit photos for Grants in Action, need additional information or have questions regarding our grants program, please contact [Suzanne.Botvinis@npedfoundation.org](mailto:Suzanne.Botvinis@npedfoundation.org).*

Please complete the information below and attach as a cover page to your application.

Name:	Position:
School:	Phone:
Email:	
Title of Project:	
Curriculum Context*-	
Target Group:	# of Students in Group:
Project Begin Date:	Project End Date:
Other Funding Sources (if any)	Amount of other Funds:
Amount Requested of NPEF:	

\* Separately attach a typed summary explaining your project, including the following:

**DESCRIPTION**

- A. Summary of the project
- B. Project's goal
- C. Implementation plan
- D. How the project will enhance the district's educational program
- E. Evaluation procedure

**BUDGET**

Provide a line item budget for the project

**SIGNATURES**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Superintendent

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