

**Sparta Education Foundation  
A NJ Nonprofit Corporation**

Grant Application (Page 1)

*To be completed by Sparta Township Public Schools for all grant requests*

<b>Date of application:</b>	<b>SEF ONLY: Grant Application No:</b>
<b>Purpose of grant (One Sentence):</b>	
<b>Name of School:</b>	
<b>Initiator of Grant:</b>	
Name _____	Title _____
Signature _____	Date _____
<b>Email</b>	
<b><u>Review and Sign</u></b>	
<b>1. Reviewed and Approved by Supervisor (if applicable)</b>	
Signature _____	Date _____
<b>2. Reviewed and Approved by Principal</b>	
Signature _____	Date _____
<b>3. Reviewed and Approved by IT Director – If hardware, software, etc:</b>	
Signature _____	Date _____
<b>4. Reviewed and Approved by Assistant Superintendent- Director of Curriculum</b>	
Signature _____	Date _____
<b>5. Reviewed and Approved by Superintendent</b>	
Signature _____	Date _____
<b>6. Reviewed and Approved by Director of Special Services – if for Special Ed Dept:</b>	
Signature _____	Date _____
<b>Grant request: \$</b>	
<b>Will other funds be used to support this project? If yes, indicate amount: \$</b>	
<b>If multi-year project, please state planned timeframe:</b>	

## Grant Application (Page 2)

<b>For SEF Use Only</b>		
Date of BOE approval of donation:		
Date and check # of SEF donation:		
Date for Final Report:		
<b>Approval by Sparta Education Foundation</b>		
Name:	Signature:	Date:

### Grant Application Process Information and Instructions for Completing SEF Grants

**Information:** Grants are presented to the Sparta Education Foundation in February, June and November. The grant application must be completed by the person requesting the funds and submitted with all required signatures to the Assistant Superintendent’s office at least 1 month prior to SEF presentation. The Assistant Superintendent–Director of Curriculum will submit grants to the SEF by October 15, January 15 and May 15. Grants submitted to the SEF after those dates will be presented during the next submission period.

**Instructions:** The SEF Grant form should be the only form used to submit your grant. All of the information must be completed. All of the signatures on the cover page must also be obtained. Beginning with page 3, please include the information below:

**I. Proposal and Narrative (Written Component)**

A. **Funding Request:** Please include the following information when applicable:

- Primary purpose or problem you are seeking to address.
- The student population that will be included and how they will benefit from the project/program/equipment.
- How you will implement your project to meet the curriculum.
- Names, titles, and background of the individuals who will direct or benefit this program/project.
- If the project will take place over a period of time, indicate length of project.
- How the project/program/equipment contributes to the district’s overall mission.

B. **Evaluation:** Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to achieve.

II. **Financial quotes:** In accordance with BOE policy, unless the items are proprietary, please attach **2 current** quotes for all equipment/programs being requested. For IT equipment – the IT Director can help you with supplying the appropriate quotes. Quotes should be attached and not expire for 30-45 days after anticipated presentation to the SEF. The SEF is not bound by the lowest bid. Checks will be delivered to the Board Office **AFTER** the BOE approves the donation at their next BOE meeting following SEF approval.

**BY MAKING THIS REQUEST YOU ARE AGREEING TO THE FOLLOWING:**

- It is the responsibility of the grant initiator to ensure it meets requirements of the application, is accurate and grammatically correct. If you have any questions please contact the Sparta Education Foundation.
- Those involved with the grant must present to the SEF in person.
- Only purchase items that are covered by the request.
- Don’t make changes to the purpose/direction/components without notifying and gaining approval from SEF.
- Prior to the end of the next school year – you agree to provide, in person a final report using the [Final Report form](#).
- Those involved with the project agree to provide photos and/or videos to the SEF of the grants in action to be used for marketing and website purposes.