



Dear Grant Applicant,

Each year, the North Hunterdon Education Foundation (NHEF) allocates a limited sum of unrestricted money which is used to fund approved Grant Proposals. Grants are available to all faculty and administrators of North Hunterdon High School. This packet contains an overview of the NHEF Grant Proposal. Grant Proposal forms may be found on the NHEF website (<https://nhhsfoundation.org/for-teachers-grant-application-form/>) or in the NHHS teacher handbook.

Your completed proposal form provides information needed by the NHEF to evaluate and determine potential funding for your project. Proposals will be evaluated and reviewed by the NHEF Grant Committee based on alignment to the NHEF mission and the following criteria from the NHEF Grant Evaluation Rubric (**NEW from 2020-21**). Both mission and rubric are enclosed.

Student Impact – What is the number of students and staff that will benefit?

Goals and Objectives – What is the specific need or problem being addressed? What is the targeted outcome of the new project or learning opportunity?

Implementation – Has a complete execution plan been identified to achieve the full benefit?

Evaluation – How will project success be defined? How can the targeted outcome(s) be measured and evaluated?

Budget – Have necessary expenses been identified? How carefully thought out and planned are the use of the requested grant funds?

Originality – With the goal of innovation, is the project the first of its type in the area?

The NHEF Grant Committee will make recommendations to the full NHEF Board of Trustees based on the evaluation and the Board will take one of three actions: approve an application for funding, return the application with suggestions for resubmission, or reject the application.

Proposals will be reviewed on a competitive basis and there is no guarantee that grants will be awarded to all applicants. Approved proposals will be eligible for immediate funding and grant funds should be expended before the end of the school year.

As always, NHEF is looking for creative, thoughtful activities or projects that encourage innovation in approaches or experiences.

Good luck and we look forward to receiving your application.

Sincerely,
NHEF Grant Committee



North Hunterdon Education Foundation Mission:

The mission of the North Hunterdon Education Foundation is to enhance the quality of education at North Hunterdon High School by attracting and allocating funding for innovative programs and projects not otherwise included in the school budget.

Grant Program:

Projects should relate to the NHEF mission.

Grant funding is made possible by donations from community members to the North Hunterdon Education Foundation (NHEF).

Funds will be awarded for activities and resources to supplement existing curriculum. Grants may be classroom-based or collaborative and may include several classes, disciplines, whole school, or the entire school system.

To apply for funding under the grant program, staff member(s) should complete the Grant Proposal form, inform the NHEF Teacher Liaison (Dina Marron), complete necessary approval signatures and submit it to the NHEF. The NHEF Board of Trustees will evaluate the proposal and, if approved, funds will be provided for the project. The Grant Committee Chair may contact the Grant Applicant to request any additional needed information prior to decision.

For any questions regarding the Grant Program or the application process, please contact the NHEF at nhef@nhhsfoundation.org or Dina Marron at dmarron@nhvweb.net.

Guidelines for Allocation of NHEF Grant Funds:

- Fees may be utilized to bring in outside experts or artists, but not to pay salaries or stipends to school personnel other than for College Bound Programs in the summer.
- Fees may be utilized for equipment or materials, but only if they provide the means to achieve the educational objectives stated in the application.
- NHEF funding maximum is \$8000 per grant.
- Grant recipients are required to provide NHEF with a Feedback Survey within one month of project completion that includes photos/videos.
- Any grant request that exceeds \$500 and has multiple suppliers must have a minimum of 2 quotes, but preferably 3 for comparison.



Grant Evaluation Rubric

| | Extraordinary - 4 | Compelling - 3 | Satisfactory - 2 | Weak - 1 | No Evidence - 0 |
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| Student Impact: Identify number of students/staff benefiting. | Will reach a large number of students/staff in both initial and subsequent years (e.g., students of multi-grade / subject classes or whole school) | Will reach a large number of students/staff in initial year only OR will reach a smaller, or growing, population over multiple years (e.g., students of two or more classes - same grade or subject) | Will reach a smaller number of students/staff for a limited time. (e.g., students of one class - same grade or subject) | Inadequate reach or not clearly indicated. (e.g., small specialize group) | Missing -- anticipated impact on students/staff is not provided |
| Goals and Objectives (G&O): Identify specific need or problem being addressed and targeted outcomes of new learning opportunity. | G&O strongly support the NHEF mission. G&O are very clearly defined. Extraordinary opportunity for top-of-class instruction, innovative curriculum and/or expanded exposure to post-HS experiences. | G&O support the NHEF mission. G&O are well defined. Compelling opportunity for top-of-class instruction, innovative curriculum and/or expanded exposure to post-HS experiences. | G&O support the NHEF mission to a lesser extent. G&O are somewhat defined. Opportunity for improved instruction, innovative curriculum and/or expanded exposure to post-HS experiences | G&O loosely align with the NHEF mission to a lesser extent. G&O are not clear. Does not facilitate high quality instruction, innovative curriculum and/or expanded exposure to post-HS experiences | Missing |
| Implementation - Identify execution plan for full project benefit. | Complete, detailed plan of implementation, including specifics on timing, training, usage, management and collaboration with other teachers/departments. Potential of grant is maximized. | Plan of implementation, addressing most but not all of the following: timing, training, usage, management and collaboration with other teachers/departments. Effort to maximize potential of grant is demonstrated. | Basic plan of implementation missing some level of detail. Would require further work. | Plan lacks detail and does not appear to be fully thought through; unrealistic. | Missing. |
| Evaluation: Define project success and determine how it can be measured and evaluated. | Measurements are clearly stated and matched to goals/outcomes in detail. Made use of data to support the request and multiple appropriate methods of measurement are identified. Complete plan includes detailed assessment tool. | Measurements are stated and matched to goals/outcomes. Made use of data to support the request and method of measurement is included. Plan includes less detailed assessment tool. | Methods of measurements are incomplete vs. goals/outcomes. Assessment tool is not developed. | Methods of measurement are unclear; Plan is a subjective narrative. No detailed assessment tool or no student end product. | Missing |
| Budget- Show evidence of careful thought, planning for use of grant funds and all expenses are related to grants goals and objectives | Thorough detail of expenses. Per student cost identified. Full explanation of how funds will be spent. Demonstrate effective and efficient use of grant funds (e.g., where possible 3 different vendor costs provided) | | | Some expenses are detailed and budget is general estimate with little support documentation. No vendor pricing provided. Unclear explanation of how funds will be spent. MUST BE MODIFIED BEFORE FULL APPROVAL | Missing |
| Originality- Is the project the first of its type in the county, state, country? | A project that does not yet exist in New Jersey schools (+2) | A project already in place in New Jersey schools but new to Hunterdon County (+1) | | Numeric Score: | |