



November 2016

Dear Grant Applicant:

When the Dunellen Education Foundation was founded, it established as its mission the support of educational, not-for-profit and community-related programs that would provide the knowledge and skills to face the challenges of an increasingly complex and technology driven world.

Contained within the following pages is an opportunity to make a difference. We are asking you to create the programs that will provide the knowledge and skills to face the challenges outlined above. To find these, we ask that you look into yourselves, be creative, and be experimental. Look beyond your normal boundaries to other schools and communities to discover their successes and bring them to Dunellen.

As you plan your grant proposal, be assured that the Board of Directors has worked diligently to create a process that assures each submission is considered solely on its merit. We respect the time and dedication you will need to complete this request and want to guarantee that it will be given equal and fair consideration.

Lastly, think of the possibilities. Your efforts can make a difference as we work to better our world one child at a time.

Thank you for your time and talent.

Respectfully,  
Board of Directors  
Dunellen Education Foundation

P.O. Box 4106

Dunellen, NJ 08812

**Foundation Officers**

President: Trina Rios

VP: Gerard Trotta

Treasurer:

Neal Carlson

Secretary:

Rob Tufano

**Current Members:**

Mike Mulqueen

Mike Renavitz

Steve Fucito

Liz Lopez

Sonya Dezan

Margie Martin

Brian Ur

Larissa Wilsie



# **Dunellen Education Foundation**

## **Guidelines and Procedures**

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### **General Project Guidelines**

The Dunellen Education Foundation (DEF) will make grant money available to individuals and/or groups for projects, which support the goal of the Foundation to promote innovation in education by broadening and deepening a student's academic experience. The Dunellen Education Foundation will not fund teacher salaries, stipends, or any programs / training initiatives that are fully funded by the school district or other agencies.

Examples of qualifying projects include, but are not limited to, mentoring, fine arts/performing arts, interdepartmental projects, language and cultural studies, and science & technology projects.

### **Applicant Eligibility**

Eligible Grantees are individuals or organizations that can offer projects to promote the goals of the foundation such as:

- Dunellen Public School staff, teachers, support staff and administrators.
- Dunellen Parent organization.
- Dunellen Students and student organizations.
- Community Organizations ( Library, Music, Art, Science, Et.)

### **Criteria for Funding Consideration**

- Number of students / community members that will benefit from the project.
- Evidence of a well-conceived project that is clearly described.
- Thoroughness of plans for measuring the outcome of the program
- Evidence of careful and appropriate budgeting of the project.
- Appropriate schedule and duration.
- Relationship to the goals of the Dunellen Education Foundation.
- Qualification of the applicant.
- Compliance with the educational goals and requirements of the school district or applicable agency.

## **Submission Deadlines and Notification**

Applications must be sent via U.S. mail and postmarked by the following date:

**January 30, 2017**

*Note: Applications postmarked after the deadline will be returned unopened.*

Mail applications to:

**Dunellen Education Foundation  
2016 Grants  
P.O. Box 4106  
Dunellen, NJ 08812**

## **Funding Procedures**

Grants requests may be in any amount up to \$1,500.00, however exemplary grant proposals may warrant consideration for an increased funding level. Projects may be funded in part or in full. Grants may be disbursed in installments at the discretion of the DEF.

## **Awarding Procedures**

Solely directors of the DEF will do evaluation and awarding of grants. Projects will be reviewed by the directors and evaluated on a competitive basis using a blind evaluation process. This is done so that the person submitting the project is anonymous during the evaluation process. Only DEF board members will make final awarding of grants.

## **Confidentiality**

- Only successful projects will be publicly disclosed.
- Unsuccessful applications will be held in strict confidence.

## **Obligations of the Grantee**

Monies must be used for the purposes detailed in the application and during the project's stated time schedule. The applicant assumes responsibility for all expenses and liabilities associated with the project. The applicant must insure that the project complies with all appropriate Municipal, Board of Education, Corporate, and/or other Agency's rules and regulations prior to submission of this document. The applicant will provide the DEF with an 'End of Project' report critiquing all pertinent aspects (e.g., 'what went well', 'what didn't go well', and 'what would be done differently next time'). Lastly, all materials, software, hardware, student and teacher workbooks, etc. will remain the property of the school district and/or community organizations. This includes all evaluation and measurement reports associated with a project as well as any items purchased with the grant monies.



Project No. 17F-\_\_\_\_\_  
(To be filled in by DEF Grant Committee)

# Dunellen Education Foundation

## 2017 Grant Application

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Applicant \_\_\_\_\_

Applicant's Title/Position \_\_\_\_\_

Primary Telephone \_\_\_\_\_

Secondary Telephone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

School / Organization \_\_\_\_\_

Title of Project \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

(Signing this application indicates that the project complies with all appropriate Municipal, Board of Education, Corporate, and/or other Agency's rules and regulations prior to submission of this document.)

Date \_\_\_\_\_

The Grant Coordinator will remove this page prior to giving the application to the grant committee.

### Enclosure

- Guidelines and Procedures

## **Instructions for Completing Application**

- Type, or print, all application information.
- Submit the application via U.S. mail to the Dunellen Education Foundation by:

**January 30, 2017**

***Note:*** Applications postmarked after the deadline will be returned unopened.

- Submit **ten (10)** copies of the application and supporting documentation. All applications not complying to the rules will be rejected.
- If you have questions regarding the school district and community educational goals, please call:

Superintendent  
The Board of Education  
732-968-3226

- If you need assistance with this application, please contact:

Board of Directors for The DEF  
2017 Grant Application Coordinator  
Trina Rios  
Email: [Dunelleneducationfoundation@yahoo.com](mailto:Dunelleneducationfoundation@yahoo.com)  
Phone: 917-715-1330

- Mail Application to:

Dunellen Education Foundation  
2017 Grants  
Post Office Box 4106  
Dunellen, NJ 08812





3. **Participants:** Identify the number and demographics of the participants in the project. Include any relevant information, such as age, grade, etc.

4. **Methods and Procedures:** Explain how you plan to achieve your goals. Include items such as project schedule and materials required.



5. **Project Evaluation:** How will you determine whether your goals have been met and if your project was successful? Include your plans for evaluating participant learning.

6. **Qualifications:** If this project is outside your field of expertise or if a third party is involved in the project, please describe the qualifications of all parties involved.

7. Project Budget

<b>A.) Project Expenses- Please detail all expenses associated with your project.</b>	
Supplies / Materials	
Professional Services / Honarium	
Other Expenses (list)	
<b>Total</b>	

<b>B.) If not fully funded, can this project proceed?    { } NO { } YES</b>
<b>If "YES", please explain:</b>

<b>C.) Project Funds- Please list all sources and amounts of funds required (e.g. other grants, fundraisers, and contributions) to meet the project cost.</b>	
DEF Grant Amount Requested	
Other Contributions / Funds (list source & amount)	
<b>Total</b>	

8. Other Relevant Facts: Include any information that you would like the directors to consider while reviewing your application (please include an additional sheet if necessary.)