

**MARLBORO EDUCATIONAL FOUNDATION
SMALL GRANT APPLICATION**

Date _____

- Check one: Mini-grant (\$250-\$1000)
 Collaborative Grant (\$200-\$2000)
 School Wide Grant (up to \$3000)
 District Wide Grant (up to \$5,000)

Primary Applicant's Name **Position**

School/Building **School Telephone/Extension**

Home Address

Home Telephone **Applicant's School E-mail Address (Required)**

Additional Applicant's Name(s)

Project Title **\$ Budget Request**

One Paragraph Summary Description (Please be concise. You will be contacted if additional information is required.)

1. I have informed the additional teachers listed above about this grant application. If the grant is awarded, each teacher listed above will receive the award letter. Yes No

2. I understand the following insurance certificate requirements and have discussed them with the proposed vendor. **The vendor will indicate in writing (email or letter to applicant(s), that the insurance requirements can be met as indicated below. A copy of the vendor's email or letter must be attached to this grant application.** I understand that the Marlboro Educational Foundation will not be requested to approve funds to include an additional insured clause because that will decrease the funds available for awards. Yes No

I also understand that, if the vendor is new, a New Vendor Packet has to be completed, which includes a valid NJ Business Registration Certificate.

Insurance Certificate Requirements:

- a. The insurance certificate must name the Marlboro Township Board of Education, as an additional insured.
 - b. The minimum general liability insurance limits should be \$1 million per occurrence and \$2 million aggregate.
 - c. Marlboro Township Board of Education, 1980 Township Drive, Marlboro, NJ 07746 must be named as the Certificate Holder.
 - d. The date of the event must fall within the effective dates of the general liability insurance policy.
3. I understand that if this grant is awarded and it includes use of any of the district's facilities, I will follow the district's procedures, including the submission of a building use application and required documents for any vendor that will be speaking/presenting in any of the district's buildings. The building use application packet cannot be submitted for approval until after the purchase order is issued. Yes No

All awards of assemblies can be scheduled for Monday, January 27, 2020 and later.

4. I acknowledge the following "Information about Vendor Contracts and Invoices" and have advised the vendor accordingly. Yes No
- a. Amazon.com and Oriental Trading are not authorized vendors. Please contact Caryn Nadler, Purchasing Clerk, x2025, to assist in the selection of an alternate vendor.
 - b. Applicants and principals are not authorized to sign contracts. Contracts are to be signed by the school business administrator/board secretary at least six weeks in advance of the date of the event. Contracts will not be signed unless, if an insurance certificate is required, the insurance certificate is attached.
 - c. The contract and invoice shall not include any reference to travel expenses, meals, bottled water, etc. in the description of the service being provided.
 - d. The contract and invoice shall not include any deposits; split payments; late payment penalty; and/or sales tax.
 - e. Payment will not be made on the day of the performance.
 - f. Full payment will be made to the vendor within seven days after the subsequent month's board meeting, providing appropriate documentation has been received in the Business Office (bill, signed blue copy of p.o.)

Applicant's Name _____ **Date** _____

Applicant's Signature

Principal's Signature*

*The Principal will not sign the application if "No" is indicated in any item 1, 2, 3, or 4 above.

If you have questions or need assistance, please call Mrs. Lisa Naboulsi at 201-562-8575 or by email at lisanabpto@yahoo.com

Please return all applications to the Marlboro Educational Foundation, c/o Dr. Eric Hibbs, Superintendent of Schools, Board Office.

Grant Submission Deadlines:

Annual Grant applications must be received no later than Monday, November 11, 2019.

Applicant's Name _____ Date _____

Project Title _____ \$ _____
Budget Request

1. When do you anticipate implementing and completing the project?
2. Approximately how many students will be affected by the project?
3. What are the educational objectives of the project?
4. What is innovative about the project?
5. **Detail your budget request.** Include specific information such as kinds of materials, tools and supplies needed (please check with Caryn Nadler, Purchasing Clerk, x2025, for obtaining pricing and assistance in ordering supplies), sources of materials, tools and supplies and their costs. List speaker, seminar, membership and presentation fees. **If the vendor is new, a New Vendor Packet has to be completed, which includes a valid NJ Business Registration Certificate.**

Clearly delineate the expenses between supplies and assemblies; and not lump expenses into one of the two categories, i.e. do not put all into an assembly if supplies are also being requested.

PLEASE NOTE: The grant may include equipment or materials but only if they directly and solely provide the means to achieve the educational objectives stated in the application. In other words, do not write the grant to obtain equipment that you may desire for your classroom such as digital cameras, laptops, whiteboard equipment etc.

CATEGORY	QUANTITY/ITEM	SUPPLIER*	AMOUNT
Example:			
Insert Starter Kits	Six (6)	National Geographic	\$120.00
TOTAL			\$

A Requisition Form is attached and can be copied. Please complete one requisition form for each vendor and attach it/them to the grant application.

MISSION

It is the mission of the Marlboro Educational Foundation (MEF) to enhance the quality of education and educational opportunities and to generate and distribute financial and other resources for the benefit of the students of the Marlboro Township School District for selected programs and projects. The Foundation will carry out its mission by focusing its support in the following areas: facilitating student development; encouraging excellence through creative learning and teaching; and promoting community/school partnerships.

PRIMARY FUNDS:

TECHNOLOGY AND LEARNING FUND

Projects and programs designed to promote and maintain use of the most recent technologies in teaching and learning and to provide experiences for students that will prepare them for the work place and learning place of the twenty-first century.

SCHOLASTIC ENHANCEMENT FUND

Fulfilling a variety of needs for students and teachers designed to provide learning opportunities beyond the core curriculum.

ARTS AND EDUCATION FUND

Experiences and programs in the fine arts and performing arts that will enhance opportunities for students in the arts as well as promote lifelong enrichment and enjoyment of the arts for students, faculty, and the community at large.

CULTURAL ENRICHMENT FUND

Programs aimed at exposing Marlboro Township School District students to a wide variety of cross-cultural experiences that will help in preparing them for our increasingly global economy.

MARLBORO EDUCATIONAL FOUNDATION - GRANT CRITERIA

- 1. Must be in congruence with the foundation's mission stated above.**
- 2. Must relate to the foundation's mission or primary funds, stated above.**
- 3. May include fees to bring in outside experts or artists but not to pay salaries or stipends to school personnel.**
- 4. Must be innovative or creative (not used to conduct normal school curriculum.)**
- 5. May include equipment or materials but only if they directly and solely provide the means to achieve the educational objectives stated in the application. In other words, do not write the grant to obtain equipment that you may desire for your classroom such as digital cameras, laptops, whiteboard equipment etc.**
- 6. Grant applications whose main purpose is to provide books that can be supplied by the BOE. will not be awarded by the MEF.**
- 7. Must conform to the dollar-award guidelines (see application.)**
- 8. Fall awards must be completed within the current school year. Awards given in the spring would provide for a grant to begin at the start of the following school year.**
- 9. Funds must not be available from traditional sources (school budget, PTO, etc.)**

- 10. The amount of the approved grant is not to be exceeded. District funds will not be used as supplemental funds.**
- 11. The MEF will not be requested to approve funds to cover the additional insured clause on the insurance certificate since that decreases the funds available for awards.**
- 12. School Activity Funds or Petty Cash are not to be used for any grant award purchases.**
- 13. Money cannot be collected from parents as supplemental funds.**
- 14. Applicants cannot personally pay for any expenses related to any grant and be reimbursed.**
- 15. Out-of-Building excursions requiring transportation will not be considered.**

Requisition Form

Name & Address of Vendor:

Requested By:

Grade/Subject: _____

Pg.	Qty.	Unit	Item #	Item	Unit Price	Amount
				Shipping & Handling: _____ %		
				Grand Total of Order ←		