

Hamilton Educational Foundation, Inc.  
P.O. Box 2937  
Hamilton, New Jersey 08619  
609-208-0608  
[www.hamiltonedfoundation.org](http://www.hamiltonedfoundation.org)

***Hamilton Educational Foundation***  
**Proposal Application Package**

**GENERAL INFORMATION AND "ASSURANCES & CONDITIONS" FORM**

Return 4 copies of the completed Proposal no later than **May 10<sup>th</sup>, 2019, 4:00 pm** to:

Office of Superintendent  
90 Park Avenue  
Hamilton, New Jersey 08690

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

**I. Name(s) of Staff Member Applicant(s) and Daytime Phone Number(s)**

\_\_\_\_\_  
\_\_\_\_\_

**II. School/Grade/Department** \_\_\_\_\_

**III. Principal/Supervisor** \_\_\_\_\_

**IV. School Address/Office Address and School Telephone & Fax Numbers**

\_\_\_\_\_

**V. Certifications of Assurances and Conditions (On back of this page)**

*We do hereby certify that all of the facts, figures, and representations made in this application are true and correct to the best of our knowledge and that the assurances and conditions stated on the back of this page are understood and will be fully complied with.*

Signature of Staff Member Applicant(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Signature of Principal

**FOR OFFICE USE ONLY**

APPROVED: Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

Hamilton Educational Foundation Chairperson's Signature

## **V. ASSURANCES AND CONDITIONS**

The Applicant hereby assures the Hamilton Educational Foundation, Inc. that:

- The applicant will have the necessary legal status to apply for and receive the proposed grant (e.g., certificated and employed by the Hamilton Township Board of Education).
- The activities and services for which assistance is sought under this grant will be administered by or under the supervision of the applicant.
- Any funds received under this grant will not be used to supplant funds normally budgeted for the planning of services of the same type.
- The District and applicant will comply with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1978. In addition, the applicant's Proposal will be operated in compliance with applicable New Jersey Statutes and Regulations.
- The Proposal will be completed within one year after the date of the applicant's receipt of the award.
- Proposal sites will comply with State Regulations regarding physical facilities for educational programs.
- The control of funds provided under this proposal will rest with the applicant for the purposes provided in this Proposal and that the applicant will administer such funds and apply them only for the purposes for which they will be granted.
- The money granted for the award will be for the use of the grantee in the school or department indicated in the application and will be used only for the specific purposes of the grant.
- Funds awarded must be expended within the term of the grant.
- At the end of the grant period, the applicant(s) may be invited to present the proposal at a Hamilton Educational Foundation event and/or to present the proposal to other interested educators at programs designed to share teacher ideas throughout New Jersey.

## VI. PROPOSAL APPLICATION GUIDELINES

- Within your proposal, RESPONSES TO THE INFORMATION AND STATEMENTS MUST BE ANONYMOUS. No reference should be made to the names of the school, department, staff member(s), or administrator(s) within the Proposal.
- Each application must be approved and signed by the Principal.
- Responses should be within the amount of specified space on each section of the application. Please do not go beyond the number of indicated pages.
- The application must be typed on 8 1/2" x 11 " white paper. Ten-point or larger font must be used.
- Do not skip items. Use N/A for items that are "Not Applicable."
- Submit 4 copies of your completed Proposal application on or before the 2<sup>nd</sup> Friday of May, which is May 10<sup>th</sup>, 4 pm deadline.
- Grant winners should be notified by May 31, 2019. Applicants will receive notification by mail and/or telephone.
- Failure to comply with the procedures for submission of the application may result in your application not being reviewed.

**NOTE:** The Hamilton Township School District encourages staff to integrate technology as an instructional tool across the curriculum. All technology equipment and/or software purchases must be reviewed and approved by the Technology Department and/or Curriculum and Instructions Office.

If you are applying for an HEF grant which includes technology equipment, contact Maria Avena on behalf of Jim O'Boyle for district approval, and to receive a price quote. Attach the district-provided quote to your grant application.

<u>CRITERIA FOR EVALUATION OF APPLICATIONS</u>	<u>Maximum Points</u>
1. Description of Rationale/Student Needs (VII)	20 points
2. Description of Proposal (VIII)	45 points
3. Description of Proposal's Objectives, Activities, Assessments and How They Address the New Jersey Common Core Standards/Workplace Readiness Standards (IX)	30 points
4. Description of Proposal Budget (X)	5 points

# PROPOSAL

**Title of Project:** \_\_\_\_\_

**General Subject Area of Proposal:** \_\_\_\_\_

Reminder: Responses should not exceed specified space indicated.

## **VII. Rationale/Student Needs**

Describe the educational needs of the students that your Proposal addresses and how they were identified. (Maximum of one page)

## **PROPOSAL**

### **VIII. Description of Proposal**

Within your description, include how your Proposal: (1) is innovative; (2) promotes high student achievement; and (3) can be replicated. (Maximum of two pages)

## PROPOSAL

### IX. Proposal Objectives, Activities, Assessments, and How They Address the New Jersey Students Learning Standards.

Describe your objectives, activities, assessment measures/tools, and which New Jersey Students Learning Standards is addressed. NOTE: you need only list the **identifying number(s)** of the New Jersey Students Learning Standard(s) in that column. (Maximum of one page)

**OBJECTIVES**

**ACTIVITIES**

**ASSESSMENTS**

**NEW JERSEY STUDENT LEARNING STANDARDS**

## PROPOSAL

### **X. Budget**

Describe the budget for your proposal. Include instructional materials, equipment, and other costs. Your total budget may be less than but NOT EXCEED \$1,000.00 (Maximum of one page)

**INSTRUCTION:**

**COST:**

**EQUIPMENT:**

**COST:**

**OTHER:**

**COST:**

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**TOTAL COST:**