



Got a great idea for a grant?

We cannot wait to read it.

To get started, print this form and utilize it as a checklist when applying for a grant.

Applicants should first discuss their grant proposal idea with their building or curriculum supervisor to get support for their proposal. Members of the community who desire to submit a grant must work directly with a Summit Public Schools faculty member or administrator.

Applicants must complete our online grant application available on our website under the Grants tab. The grant application should be clearly and thoroughly completed.

An SEF Liaison(s) is assigned to each school that can aid in the grant application as process. Current liaisons can be found at www.sefnj.org.

Any application containing a technology component must contain the following information:

- A written plan that explains how this item will be integrated regularly into instructional practices and learning activities.
- If the grant item requires installation of any kind (mounting, electrical installation, data cabling, etc.) then the grant application budget must also include the costs of the installation.
- If the implementation of the grant depends upon training, the cost of training must also be included in the grant application budget
 - NOTE: All grants containing a technology component must **first** be discussed or shared with the District's Technology Supervisor for review and approval. Grant requests must be discussed and/or shared with the technology office **no later**

than two weeks prior to the SEF grant deadline to allow for time to review the request.

A supervisor or principal must approve all applications before being submitted. Please share a link to your online grant with your supervisor or principal, if necessary.

Completed applications should be submitted through our online application portal by the deadline date of October 15th for the Fall Grant Cycle or March 15th for the Spring Grant Cycle. Any application or addendum that cannot be attached to the online application can be mailed to SUMMIT EDUCATIONAL FOUNDATION, P.O. Box 268, Summit, NJ, 07902-0268. NOTE: Late applications will be considered in the next grant cycle.

Applications will be reviewed by the Superintendent, Asst Superintendent, Technology Supervisor, in conjunction with the SEF Board President and SEF Grant Committee Chair(s).

Applications are then brought to the SEF Grants Committee for review and discussion, and a member of the committee, a “link”, will be assigned to the grant.

After reviewing the grant, the assigned link may contact the applicant for additional information regarding the grant application.

The SEF Grants Committee will then review the grant again with the link’s report, and vote on the grants. SEF makes awards based on the merits of the application and the ability of SEF to fund the grants proposed for that cycle. Approved grants may be fully or partially funded. NOTE: The SEF Board sets the limit on the funds available for that cycle.

The SEF Grants Committee will present the recommended grants to the SEF Board, who will vote to approve grant recommendations. NOTE: Grant Committee recommendations can be overruled at this point.

SEF will present the awarded grants to the Board of Education. The BOE approves the acceptance of the grant recommendations.

Grants Committee members and Liaisons will be notified of the application decisions. Grant applicants will be notified via email and mailed a letter from the SEF Grants chair writing of the funding decisions. NOTE: Once a grant is awarded, the total amount of the grant cannot be changed.

Funds are available for eighteen months from the date of approval. Grant recipients must submit a written request for extension of the eighteen-month period to the SEF Grants Committee Chair.

Grant recipients are required to provide SEF with an evaluation of the project no later than six months after the completion of the grant. The evaluation form can be found on the SEF website.

Grant recipients are asked to include the following statements when publicizing, discussing or implementing a grant “This project is funded by a grant from the Summit Educational Foundation”.