

Directions and Submission Details

Eligibility Rule

Article V, Section 5 of the By-laws of the NJEA Frederick L. Hipp Foundation for Excellence in Education, the following eligibility exclusions apply: "No member of the Board of Trustees, the Advisory Committee or the Grant Selection Committee shall have or obtain a financial interest in any contract, grant or award made by the Foundation to any person or entity." The Hipp Board of Trustees consists of the individuals who comprise the Executive Committee of the New Jersey Education Association.

Follow these directions to complete each section

IMPORTANT: After you have completed filling out the application and it is **SAVED** and **FINALIZED**, you'll be instructed to download a hard copy of the application to obtain three signatures. Those signatures will include the Project Coordinator (you), local president, and superintendent. These pages must be electronically submitted to the Hipp Foundation on or before March 1* to be considered.

COVER SHEET

- All sections of the cover sheet must be completed, with all appropriate signatures.
- Download a PDF of your completed application and sign it as the Project Coordinator.
- Obtain signatures from your local association president and school superintendent. Board approval may be necessary before the application can be signed. Please allow sufficient time to secure these signatures.
- An application cannot be considered for funding if any of these signatures are missing.

SECTIONS 1 THROUGH 6 – GENERAL INSTRUCTIONS

- Please use only the forms provided within the application.
- Each section of the application should be concisely and grammatically written.
- Your project should **NOT** underwrite programs and materials that are the general responsibility of the school district.

CONTINUATION GRANTS

- Previous recipients will be permitted to request funding for one additional year.
- Please provide feedback on the status of your current grant and the potential for continued success.
- Be specific in identifying your plan to change or improve upon your original grant project based on your reflection and assessments.
- **Remember:** Any reference or abbreviation in Sections 1 through 6 that would allow for the identification of any district, school, county or local association, or individual will result in automatic disqualification of the application.

SECTION 1 - PROJECT SUMMARY SHEET

- **Project Title:** List complete title of your project. (Do not include school or district name.)
- **1a. Target Population:** Describe the population of students your project targets (e.g., how many students, what age, grade level, etc.).
- **1b. Community Description:** Include a short description of where the school is located – its size, demographics, and so on. **DO NOT** specifically name the town, school district, or county.
- **1c. Special Factors:** Does the project address multicultural issues or diversity (i.e., ethnic cultures; religious; sexual orientation; special needs; cross-graded; intergenerational?)
- **1d. Needs Assessment:** Briefly describe the need for the project in your school, district, and community. State any specific problem being addressed by the proposed project and what has been done to date to assist the target student population.
- **Grant Requested:** State amount needed to fund your project, from \$500 to \$10,000.
- **Project Timeline:** State when you expect to begin and conclude your project.

SECTION 2 - OBJECTIVES

- List the specific objectives you plan to accomplish.

SECTION 3 – PROJECT PLAN

- Identify and explain the activities you propose to undertake and describe any products or materials that will be developed as a result of project activities, if applicable.
- Describe any professional development experiences that will be provided through the project.
- Describe how you will collaborate with others in the school and community in planning, implementing, monitoring, financing, and evaluating the project.
- Describe how the project will be continued in the future, indicating any potential school and community collaborations, contributions, and funds.
- If this is a continuation grant, be sure to demonstrate how the continuation project builds on original grant, and how it will be continued after the second year of funding is over.

SECTION 4 - TIMELINE

- Construct a timeline for the project

SECTION 5 - ASSESSMENT

- Describe a plan to assess the effectiveness of the project and explain what information will be collected and how the information will be analyzed.
- How will you measure the success of your project (data, meeting logs, journal entries, rubrics, etc.)?
- Explain how this project could be replicated or adapted by others.

SECTION 6 - BUDGET

- Provide a specific line-item budget of project expenses, such as release time, supplies, printing, etc.
- Do NOT include gift cards for any expense of the project.
- Applicants are urged to seek additional funding sources, such as the local PTA, education association, school system, college or university, community organizations, and private businesses.
- **DO NOT LIST ANY NAMES OF INDIVIDUALS OR IDENTIFY THE NAME OR LOCATION OF LOCAL BUSINESSES.**



When you're ready to submit your application

- Save and Finalize your application. Your application will be locked from editing.
- Download and print your signature pages.
- Sign the application as the Project Coordinator.
- Obtain signatures of local association president and superintendent.
- Upload signed pages of application to the application portal or email signatures pages as a PDF attachment to Hipp@njea.org on or before March 1*
- An email will be sent to you when the signature pages are received.
- By the end of May, you will receive an email update on the disposition of your application, whether funded or not.

**If March 1 falls on a Sunday, the deadline will be moved to Monday, March 2.*