

About the Application

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.

Information and Details about the Grant Process

- Application is available Online only. Paper copies of the grant application will not be accepted.
- Once the application is completed, signature pages must be printed and signed by the Project Coordinator (applicant), local association president, and school superintendent.
- Signature pages must be electronically returned to the Foundation by either uploading them through the application portal or emailing as a PDF attachment to Hipp@njea.org on or before March 1* to qualify. Applicant should allow ample time to obtain signatures to meet this deadline.
- Applicants will be contacted via their **personal email** provided on the application. School servers have high security settings that may not accept our emails blocking them or marking them as spam.
- All applicants are notified by the end of May with the disposition of their grant request (whether funded or not). It is not necessary to call the Foundation for a status update.
- Successful applicants are required to attend a training event in June.
- Read the section on **Tips for Applying** before you complete the application.
- Read the **Frequently Asked Questions**.

Special instructions for continuation grant applicants

- A current Hipp grant recipient may apply for a continuation grant to fund their project for one additional year.
- An applicant requesting a continuation grant will need to provide feedback on the status of the current grant and the potential for continued success.
- Continuation grant applications are reviewed at the same time as new funding requests and receive notifications in accordance with the same timeline.
- Continuation grant applicants are also required to attend the training event in June.

Deadline

Grant applications are accepted through March 1* of every year. Grant proposals must be finalized in the online portal, and signature pages must be returned electronically on or before March 1* to be eligible for judging.

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