




Oradell Public School District

Our children, our hope, our future

Memo

TO: All School Administrators
FROM: John C. Anzul, Ed.D. 
DATE: October 30, 2017
RE: Guidelines for Grant Applications

In regard to Policy #3280 (Gifts, Grants & Bequests) the following guidelines summarize information for administrators and teachers regarding applications for grants, including how to identify appropriate supplies and materials, and what types of approval may be required.

The District recognizes that Crowd-source platforms for gifts and grants (DonorsChoose, GoFundMe, etc.) are a valuable resource for grants, and staff members are welcome to submit applications in order to enhance instructional opportunities for students. However, it is always essential to follow the approval process when applying for any type of grant or gift. The following guidelines address any questions that may arise about the types of requests that are appropriate. In addition, the guidelines reference information that must be included on the attached *Grant Application Approval Form*. The Principal is responsible for checking these forms carefully in order to monitor any applications by staff members, and these forms must be attached to a Resolution to accept a donation when these are submitted to my office. Applications that fail to follow these guidelines will not be submitted to the Board for approval.

- If the item(s) or materials are already part of the Board-approved curriculum, then teachers only need to include a brief explanation of how the materials will be utilized in the classroom. For example, the ELA curriculum lists various texts and resources. If the teacher wishes to purchase a class set of a new novel that is not already listed, she/he would note: *To Kill a Mockingbird*, ELA, Gr. 4 – Theories About Character Unit.
- If the materials are not already part of the Board-approved curriculum, then teachers would explain what they propose to add. For example: Field Trip to view Rocks & Minerals exhibit at Newark Museum, Gr. 1 – proposed addition to Earth Science Unit. Any request for supplemental books, videos, software etc, that are not already listed in the curriculum as supplemental resources must be approved in advance by the appropriate subject supervisor.

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Grant Application Guidelines

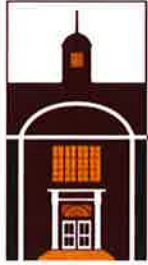
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- If the request is for a new item of educational technology that is not already in use within the school, there may be issues such as building infrastructure or compatibility that could preclude its use in the building. For this reason these requests must be approved in advance by the Superintendent.
The request should include an explanation of how the item will be utilized. For example: Multi-touch Smart Table. To enhance Kindergarten math and science lessons.
- Please note that it is not appropriate to submit requests for basic classroom supplies, such as pencils, paper and crayons, etc. It is the school's responsibility to provide these items to all students.
- It is expected that teachers will consult with local experts, such as the Child Study Team, prior to submitting any type of grant request that might impact the learning environment for a classified student. Any request for approval of a grant application should clearly state what research or consultation was completed in order to determine if the requested items or resources are appropriate and effective.
- Please remember the importance of equity when considering new supplies and materials. It is rare that an administrator would approve a purchase for just one classroom, rather than for an entire grade level. For that reason teachers are encouraged to apply for grants as a group, or as a grade level, rather than as an individual.

In regard to any type of grant application other than a Crowd-source platform, many businesses and organizations attach a number of requirements as part of their monitoring process (e.g. extensive data reporting, matching monetary contributions, stipulations regarding usage of equipment, etc.). Staff members who wish to apply for a grant other than crowd-source platforms (DonorsChoose, GoFundMe, etc.) must receive prior written approval from the office of the Superintendent, in order to avoid committing the Board to an unwanted obligation. The *Grant Application Approval Form* may be used to provide a description of the grant, and how it will be used to enhance classroom instruction. The application form, and any other supporting documentation, should also be attached.

After a grant applicant has been notified that they will receive a grant, please be reminded that all grant funds solicited on behalf of District students must be accepted by the Board of Education through a resolution. The principal should submit the resolution for the next Board Meeting agenda after the notice of award has been received.

Finally, please remember that all grant funds, as well as the resources/materials purchased with grant or gift monies, become the property of the Board. Recipients will turn over all grant or gift funds to the Business Office, and a separate line account line will be established for any grant-related expenses. Teachers will then work with the appropriate building administrators to generate a purchase order(s) for the related supplies and materials.



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**Grant Application Approval Form
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Name of Staff Member Seeking Approval: _____

Position / Title: _____

Date: _____

Grant Title: _____

Sponsoring Organization: _____

List the supplies and/or materials that will be purchased with the grant funds. [*Note – It is **not** appropriate to use grant monies to pay for basic classroom supplies (e.g. pencils, paper, crayons, etc.). It is the responsibility of the school to provide those items to students]

Specify the curriculum areas that will be supported or enhanced by these supplies/materials:
(Items that are not part of the existing Board-approved curriculum must be approved by the appropriate administrator—see below)

If the item is not currently part of the Board-approved curriculum, state how it is to be used to enhance instruction. Subject area(s) must be specified:

A consultation with the CST is required if any items will impact or alter the learning environment for special needs students.

If applicable, a signature here indicates approval of the materials listed above to enhance classroom instruction:

Administrator's Signature

Date



**Grant Application Approval Form
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Requests for new types of educational technology may require advance approval due to issues such as building infrastructure, compatibility, etc. If you are requesting a technology item (hardware or software) that is not currently in use elsewhere in the school, please specify the item, and how it will be utilized, and submit this request to the Office of the Superintendent.

Hardware or Software Item Requested:

Explain how this educational technology will be used to enhance instruction. Specify any relevant curriculum:

Signature here indicates that the principal has reviewed this request, and has verified that it complies with all appropriate guidelines for a grant application. After receipt of the Principal's approval, the staff member may proceed with the grant application.

Principal's Signature

Date

If applicable, a signature here indicates approval of the items listed above to enhance classroom instruction, and/or approval of a request to apply for a grant other than DonorsChoose or GoFundMe:

Superintendent's Signature

Date

[*Note: If the applicant is awarded the grant, a resolution must be submitted to the Office of the Superintendent requesting BOE permission to accept the grant funds. This completed form, signed by the principal, must be attached to the Resolution.]