

# Audubon Education Foundation Grant Application



Name of Applicant (Project Coordinator): \_\_\_\_\_

Position/Title: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

Email: \_\_\_\_\_

Title of project: \_\_\_\_\_

Number of students involved: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

## I. Description

Please attach the following information regarding your project.

### A. Executive summary

Provide a *brief* summary of your project. Include details such as overall goal, and expected outcome/results.

B. Describe how the project enhances the curriculum/supports the NJCCCS and the Strategic Plan.

C. A projected timetable and activities/procedures.

D. Any other information about your project.

## II. Budget

Attach a copy of your detailed budget and materials needed for the project. Make sure you have researched the equipment/materials available in the district before requesting them in your application.

## III. Project Coordinator Agreement (see attached)

## IV. Signatures

A. Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

B. Principal: \_\_\_\_\_ Date: \_\_\_\_\_

This signature acknowledges that the building principal has received and reviewed this application and supports the above project.

C. Supervisor (AHS only): \_\_\_\_\_ Date: \_\_\_\_\_

D. Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Coordinator Agreement

**\*\*Please initial that you understand and accept the following requirements\*\***

- 1) The project coordinator has contacted relevant personnel to ensure that materials/equipment requested are not available within the district.

Initials: \_\_\_\_\_

- 2) All major equipment and instructional materials purchased with AEF grant monies are property of Audubon Public Schools.

Initials: \_\_\_\_\_

- 3) The project coordinator will submit receipts for expenditures within thirty (30) days of project completion.

Initials: \_\_\_\_\_

- 4) If project comes in under budget, all unused funds must be returned to AEF within thirty (30) days of project completion.

Initials: \_\_\_\_\_

- 5) The project coordinator will submit an evaluation form (see attached) within thirty (30) days of project completion.

Initials: \_\_\_\_\_

- 6) The Audubon Education Foundation will be notified when specific activities occur so members may attend (if applicable).

Initials: \_\_\_\_\_

