



## SOMEF Grant Application 2009 - 2010

### Grant Proposal Instructions

Welcome to the 2009 - 2010 South Orange-Maplewood Education Foundation Teacher Grant Application.

Through its Teacher Grants Program, SOMEF offers funding to educators in the School District of South Orange and Maplewood to enhance district education in several ways:

- to support initiatives of educators' own design to enhance the educational program;
- to pilot novel teaching strategies, unique courses of study, or materials and equipment that will enable new learning modalities; and
- to expand the curriculum or support district initiatives by introducing new ideas for learning within classrooms, across one or more grades, or with other schools or student groups.

While a grant program may target a small or large group of students, it should have a lasting impact on teaching and learning in the district. Grant projects must benefit students directly and may be used for any project that will improve the teaching and learning experience for our students and their teachers.

Grants are awarded for the current academic year and are not automatically renewed from one year to the next. Grant projects must be completed within this school year.

*Grant Applications for 2009 are due October 15, 2009.*

*No applications received after this date will be considered.*

*A printed, signed copy of the application must be received by the committee no later than October 20, 2009, for the application to be considered complete.*

**Please read these important instructions carefully.** This application is in four sections: Basic Information, Proposal, Budget and Signatures.

To complete the application, you must enter information on several screens. To save a partially completed application, click on the "Save Partial Work" button at the bottom of the page. You may save a partially completed application at any time, but you may not move to the next page of the application until text is entered in all the required fields on the current page. For this purpose, you may use placeholder text that you will edit later to advance to the next page. **No one but you will view your application until after the submission deadline.**

Use the "Previous" and "Next" buttons at the bottom of the page to move through the pages of the form. If you use the "back" button on your browser, you may lose unsaved information. If the program is idle for some time, you may be logged out and lose any unsaved information, so be sure to click the "Save Partial Work" button frequently.

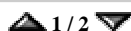
To save your finished application, press the "Submit" button on the final page. (You may still return to the form for editing as often as you like until the application deadline.) You can edit your application at any time from any internet-connected computer by logging in again at [http://fs11.formsite.com/somef/grantapp2009/form\\_login.html](http://fs11.formsite.com/somef/grantapp2009/form_login.html). You can also find a link to the application on <http://www.somef.org>.

When you are ready to submit your final application, you have the option of printing a "Printer Friendly Version." You must print the application to obtain the necessary signatures. Both the electronic and hard copy must be delivered for your application to be considered complete. Keep a copy of the application for your records.

If you have any problems or questions completing or printing the form, please save your partially completed work and call grants committee chair Elise Howard at (973) 762-5513, or e-mail her at [fehoward@gmail.com](mailto:fehoward@gmail.com). We are happy to answer your questions and we welcome your feedback.

Finally, before you begin, we strongly recommend that you go to the following link for tips on creating a successful grant application:  
<http://www.somef.org/pdfs/Tips%20for%20a%20Successful%20Application.pdf>.

\* Indicates Response Required



## Grant Application Basic Information

### Primary Applicant Contact Information

Title	* First Name	* Last Name	* Work Phone ?	* Home or Cell ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail Address		* Home School/Building		
<input type="text"/>		<input type="text"/>		

### Secondary Applicant Contact Information

Title	First Name	Last Name	Work Phone ?	Home or Cell ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail Address		Home School/Building		
<input type="text"/>		<input type="text"/>		

### Secondary Applicant Contact Information

Title	First Name	Last Name	Work Phone ?	Home or Cell ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address  Home School/Building

**Secondary Applicant Contact Information**

Title  First Name  Last Name  Work Phone  Home or Cell

E-Mail Address  Home School/Building

\* Indicate all of the grades to which your proposal applies.

- PreSchool-PreK  K  1
- 2  3  4
- 5  6  7
- 8  9  10
- 11  12

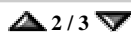
\* Number of students to be served by your grant project this year

\* Grant Category (Choose one category that best describes the main focus of your project.)

\* School(s)

- 01-Columbia HS  02-Maplewood MS  03-South Orange MS
- 04-Clinton  05-Jefferson  06-Marshall
- 07-Montrose  08-Seth Boyden  09-South Mountain and/or Annex
- 10-Tuscan

\* Indicates Response Required



## Grant Proposal

Please answer the questions below as completely as possible. You may attach supporting documents, if necessary (clearly marked with applicant name, school, and project title), to your hardcopy application.

\* Project Title

\* Project Objective: (Not more than two sentences or fifty words). Please start with "The objective of this grant is to"

\* 1. Provide a description of your project that includes the subject, grade level(s) and number of students served, procedures, activities, materials, and any relevant background information. You may also include links to websites that provide relevant supporting information. Include a timetable for execution of the grant program, bearing in mind the June 14, 2010, deadline for completion.

**\* 2. Please identify the classroom or school need, problem, or opportunity that your project addresses.**

**\* 3. How will you measure the success of your project?**

\* Indicates Response Required

## Grant Budget

• Grant proposals submitted without an itemized budget will not be given consideration.



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\* Total of all costs listed above

## Signatures

**Responsibilities of Applicants:** I understand that I am required to submit to SOMEF receipts for all grant expenditures and an evaluation of my project by July 9, 2010. I acknowledge that if all money granted is not spent by June 14, 2010, I must return remaining funds or submit a written plan for expenditure of the remaining funds, subject to SOMEF approval. I grant SOMEF the right to use this proposal and the results of the project for publicity and other public information purposes and to help other educators, including, without limitation, posting information about the project on the SOMEF website.

Please note that the signature lines are for printing only. Do not fill them in online.

**Main Applicant Signature / Title / Date**

**Fellow Applicant Signature / Title / Date**

**Fellow Applicant Signature / Title / Date**

**Fellow Applicant Signature / Title / Date**

**Signature(s) of Principal, Supervisor, and/or Department Chair:** By my signature, I approve this proposal and judge that the project will be completed as described.

**Principal Signature / Title / Date**

**Department Chair Signature / Title / Date**

Administrator grant awards will be announced on or about December 4, 2009.

**IMPORTANT:** Once you have completed this application, print a copy, sign it, have your supervisor sign where indicated, and mail it, along with any supplemental documentation, to SOMEF Grant Application, Elise Howard, 31 Curtiss Place, Maplewood, NJ, 07040. Signed, printed copies must be delivered no later than October 16, 2009.

Please do not alter your online application after you have mailed the printed copy. The online and printed versions must match.

\* Indicates Response Required

Close