



SOUTH ORANGE-MAPLEWOOD EDUCATION FOUNDATION

P.O. Box 84 • Maplewood, NJ 07040 • 973.378.2055 • www.somef.org

Applying for a SOMEF Teacher Grant

The SOMEF grant application is now entirely online. This change should make it easy and convenient for you to apply and will also help the grant review committee by permitting them to spend more time reviewing and carefully considering applications and less time on administrative tasks associated with paper forms. You can find a link to the new online application at http://www.somef.org/teachers/how_to_apply.html. You also can navigate easily to the link from the SOMEF home page.

Once you create an account and login, you will be asked to provide the following information in your grant application:

1. The name, telephone number, and e-mail address of the main applicant and any fellow applicants
2. Whether you are applying for a small grant (<\$1500) or a large grant (\$1500+).
3. The grade(s) to which your proposal applies
4. The school(s) to which your proposal applies
5. The number of students to be served by your grant program this year
6. To which of these categories your grant applies: art, at-risk students, basic skills, character development, conflict resolution, drama, equipment/facilities, health, history, language arts, math, music, parent outreach, physical education, professional development, science, social studies, staff resources, or another category that you name
7. The exact dollar amount you are requesting
8. Your project title
9. Your project objective in not more than two sentences or fifty words
10. A description of your project that includes subject, grade(s), number of students served, procedures, activities, materials, and time frame
11. A description of the classroom or school need, problem, or opportunity that your project addresses
12. How you will measure the success of your project
13. Whether are willing to be considered for late or partial funding
14. An itemized budget. There is space to provide a budget of up to fifteen items, or you may attach your budget as a Word or Excel document.

You may save a draft copy of the application, but to do so, you must fill in some text in all the required fields. This can be placeholder text that you edit later. Once you have completed the online document, you must print a copy, have it signed by all the applicants, your department chair, and your school principal, and submit it along with not more than three additional pages of supplemental budget documentation to the grants committee at the address on the application.