



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: _____

6/19

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: _____

Grant Results

The **Audubon Education Foundation** would love to hear about the results of your grant.

We may publicize your results on our website. **Pictures for posting are very desirable!**

Thank you very much.

Brief name of grant project: _____

Teacher(s) name(s) and grade level: _____

Brief description of:

grant objective: _____

methodology – i.e., what did the kids need to do? _____

results: (expected and/or unexpected) _____

Are you willing to give a short description of your project and results to the School Board?

(Optional) Comments or suggestions for us, going forward:
