



## **GRANT APPLICATION**

THE INTENT OF THE FOUNDATION GRANT PROGRAM IS TO FUND LEARNING ACTIVITIES BEYOND THE CORE CURRICULUM AND PROVIDE EQUIPMENT AND FACILITIES NOT FUNDED THROUGH OTHER MEANS.

THE FOUNDATION GENERALLY DOES NOT MAKE LOANS AND DOES NOT PROVIDE GRANTS FOR:

- OPERATIONAL PHASES OF ESTABLISHED PROGRAMS
- CAPITAL PURPOSES - PURCHASING, REMODELING OR FURNISHING OF FACILITIES & EQUIPMENT

### **PROCEDURE FOR SUBMISSION OF A GRANT**

1. Investigate whether your project can be funded through your own supply budget, your principal's building budget, or through the Perkins grant. Grants which can be funded through these sources will not be considered.
2. Develop your proposal. Research and acquire three (3) price quotes for your grant proposal. When at all possible, please use local businesses.
3. Prepare your grant request by completing the Project Proposal below. Attach your three price quotes. Submit your Project Proposal and supporting documentation to your principal for his or her approval.
4. Your principal will submit your proposal the Foundation.
5. The grant committee will consider your proposal at its next scheduled grant meeting. If the amount is over \$1,000 the grant writer or the building principal may be required to attend to the meeting to present the grant and answer questions from the trustees.



## ***PROJECT PROPOSAL***

Project Title: \_\_\_\_\_

Person(s) Submitting Proposal: \_\_\_\_\_

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

Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

*Please attach three price quotes.  
(Use local businesses if possible.)*

Building Principal Approval \_\_\_\_\_

*Building Principal's Signature*

## ***JUSTIFICATION***

1. Describe the mission or purpose being addressed.

2. What is your specific project objective?

3. Describe your plan of action.

4. How will you evaluate your success with the project?

5. How will the proposed project make a difference?

6. Who will be affected by this project?

7. Describe your timeline.

7. How will the money be spent?

8. Are there additional funding sources for this project?

**OCEAN COUNTY FOUNDATION FOR VOCATIONAL AND TECHNICAL EDUCATION**

Approved by Assistant Superintendent \_\_\_\_\_

Approved by Superintendent  
Foundation Board of Trustees \_\_\_\_\_