



2010 Application Deadline
February 15, 2010

Greetings Stafford Township School District Colleagues,

The Stafford Township Education Foundation is proud to announce its fourth annual Innovative Educator Award/Mini-Grant Program cycle. Funded through targeted fund-raising efforts, including the annual Celebrity Waiter Dinner and Dance, the purpose of the Innovative Educator Program is to encourage educator projects demonstrating creativity and innovation of direct benefit to students. And, provide seed funds to support the launch of those projects. Through seed funding and media notification, the Foundation intends to assist project leaders to generate additional community support of their projects.

The information needed to apply for a 2010 Innovative Teacher Award Mini-grant is detailed in the pages that follow, including a description of the program, guidelines for application and selection criteria, an application cover sheet, application and a project budget template. The application cover along with your application, budget attachments and any support materials must be submitted to the Foundation Executive Office by the application deadline of February 15, 2010. E-mailed/digital applications are preferred; however, hardcopy submissions will be accepted. **NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED**. Complete submissions must be received by 4pm on the deadline date. Incomplete applications will simply be returned. The acceptance of resubmitted applications is at the sole discretion of the Stafford Education Foundation's Executive Director. Late applications will not be accepted. Send completed applications materials to: director@staffordfdn.org or mail to:

Stafford Township Education Foundation
Attn.: IEA Application Panel
25 Pine Street, Suite 100
Manahawkin, NJ 08050

Award recipients will be chosen and notified prior to official acknowledgement at the Stafford Township School District's annual Evening of Celebration event in May 2010. Late applications will not be accepted, but may be resubmitted to the next round. New applications associated with previously funded projects will only be accepted for expansion or substantial revision of previously funded projects.

On behalf of the Stafford Township Education Foundation, the Grant Selection Committee and the Foundation's Board of Trustees, we wish each applicant/team success.

Yours in education,

Thomas Stephens
Executive Director



APPLICATION GUIDELINES

Application Deadline: February 15, 2010

About the Stafford Township Education Foundation

The Stafford Township Education Foundation, an independent New Jersey nonprofit corporation, is dedicated "to establish and maintain positive partnerships between the Stafford Township School District, the business community and the residential community that result in life-long educational opportunities for children and adults thereby empowering them to achieve their full potential." The Foundation's mission supports that of the Stafford Township School District and is built on the philosophical belief that every child has unique interests, aptitudes and talents that must be nurtured. Additionally, the Foundation embraces the belief that every adult has the potential to be a success given the right opportunities for cultural, social and educational growth. The Foundation's mission and beliefs are supported through the identification of financial resources, the development of partnerships, and, when a need is identified, the direct creation of cultural and educational programs and/or services. It is through these opportunities that the Foundation is able to finance projects and areas of service for the Stafford Township School District not addressed by public funding.

Program Description

Each year since 2006, members of the Stafford Township School District faculty have been extended the opportunity to apply for a Stafford Township Innovative Educator Award. Past recipients have used Innovative Educator funds to realize projects ranging from gardening and understanding the environment to natural sciences to technology integration to the visual and performing arts. Grants have ranged from \$300 to \$7,500 dollars awarded to individual project leaders as well as instruction teams. Ultimately, each grant is intended to recognize classroom teacher-led projects employing creativity and innovation of direct benefit to Stafford Township School District students.

The number of grants to be funded and the amount of each grant are determined by the selection committee based on available program funds. New applications associated with previously funded projects will only be accepted for expansion or substantial revision of those projects.

Project Eligibility

- Any faculty member of the Stafford Township School District may apply either alone or as part of an instruction team. Teams should indicate all members as well as clearly identify a Project Team Leader.
- Projects MUST incorporate elements that actively engage and involve students.
- Unless otherwise pre-authorized*, capital or non-expendable material costs should NOT account for more than 10% of total project costs.
- Project costs that replicate budget elements already committed by the Stafford Township School District for general school and/or classroom operation will not be considered; however, a project may be supported by up to 40% matching funds from the District. (Must be supported by documentation.)

*Contact the Foundation Director to discuss the authorization process.

Application Process

1. Applicants must submit a complete application package:
 - Application Cover Sheet & Application
 - Application Budget Attachments (1 & 2)
 - Letters of endorsement and/or support (no more than 2)
 - Project support materials (copies only, materials will NOT be returned – no more than 5)
2. Complete application submission should be submitted digitally or in hard copy to:
Stafford Township Education Foundation
Attn.: IEA Grant Panel
25 Pine Street, Suite 100, Manahawkin, New Jersey 08050
director@staffordfdn.org
3. Copies of each application submission are now distributed digitally to the members of the IEA Grant Panel along with reviewing criteria without the participating teacher name(s).
4. Following review, scores and panel comments are compiled by Foundation staff. Panel questions are forwarded to applicants if actions are required. Final scores are calculated and recommendations are ultimately submitted to the Foundation Board of Trustees for review and final approval.
5. Applicants are contacted if support has been awarded.
6. Recipients will be required to complete a requested payment schedule and acknowledge any stipulations detailed by the IEA Grant Panel before payment will be processed. If payment is to be made to an entity other than the Stafford Board of Education, Stafford Twp. School District or an individual school's student activity account, actual invoices will be required from the vendor along with a completed W-9 Identification Number Request Form (downloadable from <http://www.irs.gov/>).
7. IEA recipients will be required to complete and return a final report form about their project successes before the close of the school year immediately following receipt of final payment.

Completing the Application

1. All application materials must be typed. Support materials created by students are the ONLY exception.
2. Application narrative responses are limited to the space provided in the application (600 characters each). Applicants should give careful consideration when answering the nine (9) key points listed in the application. Make your answers compelling. No assumptions should be made to panel knowledge.
3. Complete the Project Budget Attachments provided in Microsoft Excel format. Budgets not submitted in this format will NOT be submitted. Follow the instructions provided on the "IEA Budget Instructions" Tab of the budget template file. Entries will only be permitted in designated areas. Tab B should be used to itemize specific areas of Panel interest. The totals from Tab B will transfer automatically to Tab A.
4. Two (2) letters of support (each no longer than two pages) should accompany the proposal. Letters of support may come from partnering organizations, colleagues, building principals, etc. and should provide evidence of support through collaborations and commitment.
5. Include up to a maximum of five (5) examples of project support materials. Support materials may be hard copy, CD, DVD or any other mix-media piece. Materials may also be taken from similar projects/programs serving as models as long as the Stafford project has unique differences and the example is professionally credited.
6. Applicants submitting hard copies of their applications should minimize stapling or binding items in order to speed the process of panel distribution. Each page will be scanned for digital sharing with the Panel.
7. Applicants may contact the Executive Director of the Foundation for feedback prior to submitting their application. The Director will provide feedback based on IEA intent, what has made a successful application in the past and/or general application completion. The Director cannot tell if an application will or will not be funded prior to full panel review.

If IEA funds are awarded, the following statement **MUST** appear in any press or parent communications about the project(s):

This project has been made possible, in part, by an Innovative Educator Award grant from the Stafford Township Education Foundation.