



The Metuchen Education Foundation is an independent non-profit organization established to secure resources from individuals, corporations, government entities, and foundations to support initiatives and programs for the benefit of the students in the Metuchen Public Schools. MEF Grants provide funding to teachers, schools and students for projects that enrich or improve the overall quality of education in Metuchen.

You must rename and save this document to your computer before completing

Metuchen Education Foundation, Inc. Grant Application

DEADLINES: November 1st | February 1st | May 1st

Grants submitted after May 1st will not be processed until the following school year.

Grant Review Outcome:

Please submit via our website: MetuchenEducationFoundation.org or send directly to MEF08840@gmail.com (If you do not receive an acknowledgement within 48 hours, please contact MEF again)

Funded in Full	Partially Funded
Deferred	Denied

PART 1: Requestor Information

Date Submitted to MEF:

Name: _____ Position: _____

Email: _____ Phone: _____

Project Title: _____ Grant Request \$: _____

School(s) Benefiting: _____ Grade(s) benefiting: _____

Class/ Subject(s): _____ Number of students who will benefit: _____

Description of students benefiting:

Other teachers/ administrators involved and their responsibility:

PART 2: Review & Approve

Principal Name: _____ Approved: YES NO Date of Approval: _____

Technical Supervisor Name: _____ Approved: YES NO Date of Approval: _____

All grants involving technology, in whole or in part, must be approved by district Technology Supervisor.

Is this project within the established Board of Education policy? YES NO

Superintendent Name: _____ Approved: YES NO Date of Approval: _____

PART 3: Project Description and Details

Describe the Project Goals & Objectives:

Provide a description of the project (less than 500 words):

Explain how the project will be measured:

If applicable, describe any additional impact this project will have on the students, school, or community:

If applicable, explain how the items that need safekeeping or protection will be kept safe and/or protected.

Part 4: Budget Information

Supplier chosen: _____ Reason for choosing supplier: _____

Did you explore, or are you exploring, alternative sources of funding for this grant? YES NO List the alternate supplier(s) considered: _____

Items:	Quantity	Unit Cost	Total Cost	Shipping	Warranty/ Care	TOTAL
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**ITEMIZED BUDGET MUST BE CONSISTENT WITH GRANT PROPOSAL
INCLUDE SHIPPING COSTS, TAXES, WARRANTY/MAINTENANCE PLAN, IN PROPOSED BUDGET**

List the source of budgeted items such as, educational catalogue, website, purchase order, vendor price quote, etc.:

List any additional supporting information (links, photos, or other related materials):

PART 5: Confirmation

If awarded an MEF grant, I will publicize that the project was funded by The Metuchen Education Foundation and will provide photographs of the "Grant in Action" to be used in media outlets. I will apply labels, signs, or plaques provided by the MEF on purchased items to acknowledge funding source. Additionally, I will distribute stickers and certificates to participants in grade K-4. Any opportunities to acknowledge The Metuchen Education Foundation as a funding source should be prioritized.

If awarded an MEF grant, I will submit a follow-up report no later than 1 year after the award date. I understand that I cannot submit another grant request until I have submitted the follow-up report.

Your Signature: _____