



# Cherry Hill Education Foundation, Inc. Grant Application

FOR CHEF USE ONLY:	
APPROVED:	_____
	DATE
BOE APPROVED:	_____
	DATE
GRANT #:	_____

Name of Applicant: \_\_\_\_\_ School: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Grant Title: \_\_\_\_\_  
Amount of funds requested: \_\_\_\_\_ Total project cost (if different from funds requested): \_\_\_\_\_  
Brief Description of Grant: \_\_\_\_\_

- Please attach the following information in the form of a descriptive narrative:
  - Educational goals and objectives of this project/initiative.
  - Target population served by this project/initiative (number of students and schools being served).
  - Way in which the project/initiative will be implemented.
  - Timetable for implementation, including beginning and ending dates.
  - If this is a pilot program.
  - Individuals designated to oversee the project/initiative.
  - Process for evaluating the project/initiative's progress and success.
  - Is permission required in any form by any entity/agency other than the Cherry Hill Public School District in order to implement your proposal?
  - What is the relationship between your proposal and one or more of the current district goals?
- Follow the instructions below if your grant requires a Technical Component: (If not, proceed to #3)**  
*To ensure compatibility with the district technology guidelines, please forward the following to Dr. Farrah Mahan, Assistant Superintendent, at [fmahan@chclc.org](mailto:fmahan@chclc.org) for district approval of the equipment requested: **Quote:** Forms listed with appropriate requested equipment at the following web page: <https://www.chclc.org/staff/technology-purchase-quotes> and **One** copy of application for signature. Please submit to Dr. Mahan by October 31.*
- Attach an itemized budget including all expenses for personnel, supplies, facilities, transportation, etc., with written estimates from suppliers and vendors to support request.

### Please note the following important information:

- Application deadlines: Grant applications with a technology component must be submitted to the attention of Dr. Farrah Mahan by October 31. The deadline for all other grants is November 30.** We cannot accept applications that are incomplete or submitted after the deadline dates.
- Applications will be reviewed beginning in January. The review process is ongoing as CHEF fundraising continues.
- Grants in excess of \$500 must also be approved by the Cherry Hill Board of Education. Please refer to the Foundation website (<http://cherryhilleducationfoundation.com>) for additional information on the grant application process.
- The individual signing this application hereby agrees to all terms and conditions established by the Cherry Hill Education Foundation, Inc. including reporting requirements. The undersigned hereby agrees to use any and all funds awarded only for those purposes set forth in this grant application.
- Once you have obtained appropriate signatures, submit the original application and **ten** copies (including all attachments) via mail or inter-office to: Cherry Hill Education Foundation, 45 Ranoldo Terrace, Cherry Hill, NJ 08034.
- Requests for recurring project funds will not be granted after the first year, with the exception of High School Freshman Orientation and Project Graduation.
- Upon CHEF & BOE approval, ALL purchases MUST be submitted through the district's purchase requisition system. Please initial that you read and understand this requirement. Thank you! \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Farrah Mahan (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_