



## NJMEA EDUCATIONAL GRANT AWARDS

### Description of Educator Grants

- The NJMEA Educational Grant Award Program is intended to afford music teachers an opportunity to develop special projects to increase the potential for quality music education programs throughout the State of New Jersey.
- The total amount of funding requested from NJMEA may not exceed \$1000.00. No individual will be awarded more than one Grant within a five-year period.

### Criteria

- Applicants must be current members of NJMEA. Preference will be given to active teachers in the State.
- The proposal must show a clear relation to an ongoing program and coordination to the New Jersey Core Curriculum Content Standards. The proposal should be designed to improve teacher competencies and/or opportunities for students enrolled in music programs.
- If the project is a research proposal, it should be directed towards “action research”. The Grant may not be used for Masters or Doctoral projects.
- Applications must include a budget breakdown indicating how funds will be spent.
- Applications must be postmarked on or before March 1st for an award made for the NJMEA fiscal year beginning July 1st of the year of application.
- At the completion of the project, a narrative summation of the project and its results will be prepared by the applicant for publication in *TEMPO*.
- Within six weeks of the stated completion date,
  - A written report assessing the outcome of the project must be submitted to the NJMEA Executive Board; and
  - An itemized financial report with the attached invoices reflecting all expenditures of the project funds should be submitted to the NJMEA Executive Board.

## Procedures

- Application blanks may be secured from the NJMEA Executive Board or from the NJMEA website, [www.njmea.org](http://www.njmea.org).
- Complete applications for the Educational Grants are to be sent to the Executive Secretary-Treasurer by March 1st for an award to be made for the NJMEA fiscal year, beginning July 1st of the year of application.
- All completed application blanks will be forwarded to the NJMEA Executive Board for action. They will be reviewed and approved by the Executive Board.
- Priority will be given to projects, which in the opinion of the Executive Board, will result in positive improvements to overall programs at both the local and state level.
- The NJMEA Executive Board will determine which and how many projects to fund at the April Board Meeting.
- The NJMEA Executive Secretary-Treasurer shall notify all applicants of their acceptance or rejection within seven days following the April Board Meeting.
- The successful candidate(s) will submit a letter of acceptance for the funds no later than four weeks prior to the beginning of the project, but no earlier than July 1st of the year of application.
- The NJMEA Executive Secretary-Treasurer will issue checks directly to the Educational Grant recipients.
- Recipients will be recognized at the annual NJMEA February Conference Luncheon.
- The recipient must submit a written report assessing the outcome of the project to the NJMEA Executive Board within six weeks of the stated completion date.



## NJMEA EDUCATIONAL GRANT AWARD APPLICATION

Submit typed original copy. (You may type directly into this form and then print)

Applicant's Name \_\_\_\_\_  
Last First M.I.

School Name \_\_\_\_\_

School Address \_\_\_\_\_

School Phone Number (\_\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Numbers (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Cell

Preferred email Address \_\_\_\_\_

MENC Membership Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Project Starting Date \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

Amount of Funding Requested \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Date \_\_\_\_\_

Typed Principal's Name \_\_\_\_\_

On an attached sheet, submit the following information:

**Project Description**

- Relate your project to the Educational Grant selection criteria.
- Include all pertinent information – dates, locations, end products.

**Project Budget**

- Describe your use of funds.
- Include itemized list expenditures and total of request

## **AGREEMENT**

Within six weeks of completion, I agree to submit a written evaluation of the project, including an itemized budget statement with attached invoices reflecting all expenditures of project funds, and a narrative summation for publication in *TEMPO*.

Date \_\_\_\_\_

Applicant's Signature indicating agreement to terms of the NJMEA Educational Grant

**Application must be postmarked by March 1**

Submit completed Application Form to:

Deborah Sfraga  
NJMEA Executive Secretary-Treasurer  
31 Thistledown Street  
Tinton Falls, NJ 07753-7591