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**Sustainable Jersey for Schools
Small Grants Program funded by NJEA
\$2,000 School Capacity Building Grant Application**

This grant cycle is funded by:



Application Overview:

Before beginning your application we suggest that you review the [Application Information Package](#).

Eligibility Inquiry:

For eligibility requirements and information, [click here](#). Please note that the \$2,000 Capacity Building Grants will be awarded to **schools** registered in the Sustainable Jersey for Schools program.

I. Sustainable Jersey for Schools Registration

To be eligible to apply for this grant, your school must be registered in the Sustainable Jersey for Schools certification program. To see if your school is registered, please visit the Participating District and Schools page on our website or click [here](#). For information on how to register, click [here](#).

Is your school registered in the Sustainable Jersey for Schools Program? Yes

II. Green Team Requirements

To be eligible for this grant, your school must have a designated green team. For guidance on establishing a School Green Team, click [here](#). In in the Application Contacts Section of this application you will be asked to enter the names, email addresses, and affiliations of your Green Team members, along with a summary of your green team activities.

Have you designated a school green team? Yes

III. Previous Grants Recipients:

Schools that already received a \$2,000 or \$4,000 grant in 2015 are **not eligible** to apply for a \$2,000 capacity building grant in this cycle.

Has your school been awarded a \$2,000 and/or a \$4,000 in a previous Sustainable Jersey for Schools grant cycle? No

IF YOU ANSWERED YES TO SECTIONS I & II AND YOU MEET THE TERMS OUTLINED IN THE "PREVIOUS GRANT RECIPIENTS" SECTION YOU ARE ELIGIBLE TO APPLY FOR A \$2,000 SCHOOL PROJECT GRANT.

Application:

Note: * Means that this field is required to submit the application.

I. School and School District Information

County	Hunterdon
School District Name	Readington Township Public School District
NJDOE School District Code	4350
School District Employer Identification Number (EIN) Number	22-6002246

Please contact your district's business office to obtain the district's EIN number.

School District Student Population 1700

School Name	Three Bridges School
School Student Population	330
NJDOE School Code	060
School Community Setting	Suburban

II. Grant Proposal

Grant funds can be used to provide general operating support for the Green Team or to complete specific Sustainable Jersey for Schools actions. For a full list of actions click [here](#).

Project Title	Go Green Tiger Team
Please provide a brief description (2-3 sentences) of what you plan to accomplish with the grant:	The Three Bridges School Green Team has identified two initiatives that it would like to pursue in the coming year. One is to promote drinking water as a healthy habit while minimizing waste and the other is to share its green practices with the community.

Action Plan & Timeline

List the specific things you plan to do and by when. The action plan should outline what the Green Team hopes to accomplish. To the extent possible, please identify who will be involved and how it will be accomplished, including key activities or events with target dates.

NOTE: For \$2,000 grant projects, all funds must be fully expended, projects completed, and final reports submitted by November 30, 2016.

Action Plan & Timeline	The Green Team would like to pursue the installation of a second water bottle filling station to be used with reusable water bottles provided by the students. This water station would be located close to the cafeteria to encourage students to drink water with their lunches. Students would be involved in a healthy water habit campaign to promote use of the new water station. Additionally, the Green Team would like to perform some outreach into the community to share the students' green learning and the school's sustainable practices. The Readington School district has recently adopted an anti-idling policy, and the Green Team has thoughts of educating the community through student made laminated posters displayed at local gas stations as well as creating a video that could be used by Readington Township on its website.
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Identification of filling station location – Green Team with Facilities Dept. – November 2015

Purchase and installation – Facilities Dept. – December/January 2016

Promotion of use –staff and students – January – May 2016

Make anti-idling video – November/December 2015

Permission to display anti-idling posters – January 2016

Student poster creation – February/March 2016
Put up displays around town – March/April 2016

Budget Narrative

Describe how the grant funds will be spent. Eligible expenses include: staff stipends, consultant or contractor service fees (for content expertise, marketing, and/or technology), equipment, programmatic or promotional items such as meeting supplies, incentives or awards; and, educational materials.

NOTE: A detailed budget must also be uploaded in the "Required Attachments" section of this application. A final report is due November 30, 2016.

Budget Narrative	Grant money will be used to support the Green Team's goals through the purchase and installation of a water bottle filling station and the purchase of supplies and supervision of students for an outreach effort into the community. The district's Facilities Department has agreed to cover the installation labor cost for the water station.
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III. Application Contacts

i. Primary Project Contact

Note: The grant application decision and follow-up will be directed to this contact.

Name	Jodi Bettermann
Title	Energy Efficiency Coordinator
Organization	Readington School District
Mailing Address	P. O. Box 807 52 Readington Road Whitehouse Station, NJ 08889
Phone	908-823-0454 X2960
Email	jbettermann@readington.k12.nj.us

ii. School Fiscal Contact

Note: Please provide the name and mailing address of the person to whom the grant check would be mailed.

Name	Steffi-Jo DeCasas
Title	Business Administrator
Mailing Address	P.O. Box 807 52 Readington Road Whitehouse Station, NJ 08889

Phone 908-534-2885
 Email sdecasas@readington.k12.nj.us

iii. Media Contact

Note: Please list an employee that Sustainable Jersey for Schools can contact regarding press/media events.

Name Pat Lewandowski
 Title Secretary to the Superintendent
 Phone 908-534-2897
 Email plewandowski@readington.k12.nj.us

iv. School Principal

Note: The school principal may be directly invited to a press conference or other speaking engagement.

Name Kristen Higgins
 Phone 908-534-5710
 Email khiggins@readington.k12.nj.us

v. Additional Contact for Principal (i.e. Administrative Assistant)

Name Debbie Sevell
 Phone 908-534-5715
 Email dsevell@readington.k12.nj.us

vi. School District Superintendent

Name Dr. Barbara Sargent
 Phone 908-534-2897
 Email bsargent@readington.k12.nj.us

vii. Green Team Information

Please provide a brief summary of your Green Team's activities during the previous 6-9 months. If your Green Team has just been formed describe some key initiatives that you will be working on. Please note that the Green Team action was recently updated, click [here](#) to verify that your Green Team meets the action requirements. **Certified schools are not required to provide the Green Team information.**

Green Team Summary This school is certified.

Please provide the name, email address, and school position or affiliation (i.e. union representative, parent, student, business member, municipal green team liaison, etc.) for all your Green Team members. *Additional members can be added by clicking "add" below the last entry.*

Certified schools are not required to enter their Green Team members.

Green Team Members

Member's Name

Jodi Bettermann

Email

jbettermann@readington.k12.nj.us

Member's Affiliation

Energy Efficiency Coordinator

V. Required Attachments

Please upload the following documentation. Note: All uploaded files must be in PDF format.

i. Detailed Budget

Upload an **itemized budget** showing all costs including stipends, salaries, wages and fringe benefits, consultant and subcontractor costs, equipment, supplies, and othe you plan to charge to the grant. *Facilities and administrative (overhead) costs may NOT be charged to the grant.*

You can use your own budget format as long as it includes a list of all of the projected grant expenses. A sample budget template is available [here](#) for your use.

Budget Upload

SJSchools_Small_Grants__Budget_TBS_2015.pdf

ii. Authorization to Submit Grant Application

Please submit documentation that your school is authorized to apply for this grant in accordance with your district's policies and procedures. This can include a School Board Resolution supporting the application or a letter from the District Superintendent, Business Administrator or school Principal. [Click here for a sample School Board Resolution.](#) Please note this documentation is **different** than the resolution to REGISTER in the Sustainable Jersey for Schools program.

NOTE: *If your authorization will not be finished until **after** the application deadline, please upload a temporary document here explaining the status of the authorization. Once you have the final document, email it to grants@sustainablejersey.com.*

Please upload the documentation below.

Authorization to Submit Grant Application

Sustainable NJEA Grant Letter_WHS_TBS_2015.pdf

VI. Optional Information

This space is provided to upload additional documentation you would like to include relevant to your proposal. Examples include letters from project partners such as parent teacher organizations, local union leadership, business or external partners, or the municipal green team supporting the project or more detailed project information. All documentation must be uploaded in PDF format.

Files 1

Files 2

Files 3

Files 4

Application Deadline ~~Sunday, September 27, 2015 at 11:59pm~~

DUE DATE EXTENDED TO OCTOBER 4

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