

User: jbettermann@readington.k12.nj.us



Sustainable Jersey For Schools Small Grants Program

This grant cycle is funded by:



School District Application for Energy Projects

Application Overview:

Before beginning your application we suggest that you review the [Application Information Package](#). Eligible school districts are limited to **ONE** grant application for this cycle. **The application must be submitted by Sunday, November 1st at midnight.**

Eligibility Inquiry:

For eligibility requirements and information, [click here](#).

I. Sustainable Jersey for Schools Registration

To be eligible to apply for this cycle, the district must be participating in the Sustainable Jersey for Schools program and have at least one school in the district registered. [Click here](#) to visit the Participating Districts and Schools. For information on how to register, [click here](#).

Is your district currently participating in the Sustainable Jersey for Schools program and is at least one school in the district registered?

Yes

II. Green Team Requirements:

To be eligible for the Sustainable Jersey for Schools Small Grants Program, your school district must have an active green team. For active green team requirements, please click [here](#). ***This requirement is waived for school districts that include schools that are currently certified.***

Do you have an active Green Team at the district level or in the school or schools where the proposed project will be implemented? Yes

III. Previous Grant Recipients:

School districts that were awarded a \$10,000 project grant in a previous Sustainable Jersey for Schools Small Grants cycle ARE NOT eligible to apply for this grant. School districts that were awarded a \$4,000 health and wellness grant are ELIGIBLE to apply for this grant.

Have you previously received a \$10,000 project grant in a previous Sustainable Jersey Small Grants cycle? No

Sustainable Jersey will screen all applications to confirm eligibility.

IV. Application

I. School District Information

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

Please contact your municipality's Business Administrator or Chief Financial Officer to obtain its EIN number.

School District Student Population 1700

Community Setting

Suburban

Have any schools in your district achieved Sustainable Jersey for Schools certification? Yes

II. Grant Application Information

Are you applying for a \$30,000 or \$10,000 grant? \$10,000

For what grant project category are you applying? Energy Education Projects

Project Title Mobile Energy Lab

Please provide a 2-3 sentence description of what you plan to accomplish with the grant.

The mobile energy lab would be a dedicated area in each of the district's four schools where energy resources and activities can reside and be borrowed by staff members to use in their classrooms to help students learn about energy, its uses, and its conservation.

i. Action Plan and Timeline

List the specific steps that you plan to take to complete the project and by when. Consider the steps that are needed for planning and implementing the proposed energy project. Identify the timeline for each step to ensure the project can be completed by the end of the performance period.

The project entails setting up and stocking an energy lab in each of the schools and implementing a Sustainability cycle class in the middle school for the 2016-17 school year.

- Identify appropriate classroom locations – January/February 2016
- Review plans with Green Teams – February and May 2016 meetings
- Order kits and other supplies – April 2016
- Order shelving – May 2016
- Install shelving – June 2016 (could be earlier if rooms are vacant)
- Setup and stock rooms – June 2016 (could be earlier if rooms are vacant)
- Decide on activity checkout and review procedures with staff – May 2016
- Train teachers on the kits and how to use in their classrooms – Summer 2016
- Begin using materials to complement curriculum – September 2016
- Collect feedback on use of activities – September 2016 to June

2017

- Identify staff to teach sustainability class at RMS - Spring 2016
- Prepare lesson plans for sustainability class - Spring 2016
- Begin Topics in Sustainability cycle class – September 2016 to June 2017

ii. Grant Funding Impact:

Would this project be implemented without these funds? Why or why not? Is the district leveraging funding or in-kind contributions from other sources to accomplish this action?

While it is likely that energy activities would be purchased for use in the schools because of the district's commitment to sustainability, it would not be implemented in the same way as if a grant was awarded. The supplies would be purchased over time as the school budget allowed. There are naturally many priorities in the district, and with a 2% budget cap, the leadership needs to be fiscally responsible about where the allocated budget money is spent.

iii. Project Impact:

How will this project augment existing efforts and/or how can it be a catalyst to advance sustainability energy efforts in the district? What district resources can be utilized to sustain the project once the grant funds are expended?

The Readington Township Public School District has partnered with the Schools for Energy Efficiency (SEE) program for three years in an effort to benchmark and track our energy usage, to modify behavior of staff and students to be more energy efficient, and to engage our staff and students in activities that increase awareness of energy usage. We employ a part time Energy Efficiency Coordinator who manages the Energy Efficiency Program in the district. The Readington School District includes four schools; two kindergarten through 3rd grade schools, one 4th and 5th grade school, and one 6th through 8th grade middle school.

Currently, the district's Energy Efficiency Coordinator visits classes regularly to complete the energy based activities provided as part of the SEE program. Last year we used a Watts Up activity using watt meters and a human power generator with our 4th grade after they completed their electricity unit in science. It was very well received and will be done again this school year. It uses their knowledge of electricity in science and multiplication in math to understand how we use electricity every day. In the 2015-16 school year we will be incorporating a Science of Energy kit from the National Energy Education Development (NEED) Project into our 1st grade science unit on balls and ramps where the students learn about potential and kinetic energy. The district owns one Science of Energy kit and one

watt meter which are used to complete these activities. The human power generator and several extra watt meters are borrowed from our SEE program consultant when we perform the activities.

The concept of a mobile energy lab is to stock a central location in each of the district's four schools with the activities appropriate for students in grades 1-8 in kits that the teachers can check-out, use in their classrooms, and then return. The mobile energy lab would allow the expansion of the use of energy activities into more classrooms as teachers can use them independently. The Energy Efficiency Coordinator would train the teachers during an instructional class, so that they would know what is available for their grade level and how to use the activities. The capstone of the energy education program would be a 10 week elective class, Topics in Sustainability, in the middle school that uses the students' accumulated knowledge of energy and conservation (see attached class proposal).

iv. Budget Narrative:

Describe how the grant funds will be spent. Eligible expenses include salaries, contractor/consultant costs, equipment, materials, and supplies. Facilities and administrative (overhead) costs **may not** be charged to the grant. If the total project budget is larger than your grant request (which is allowed), what is the total budget for the project? What is the source and certainty of the other necessary funds to complete the project (including New Jersey Board of Public Utilities Clean Energy Program funds and other incentives)? Do you have an in-kind or cash match that has been approved in the current budget or is proposed in next the district budget?

Please Note: *Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program or regional utility company programs must leverage these resources in addition to the Sustainable Jersey small grant as part of the overall project budget.*

Note: A detailed budget is also required and must be uploaded in the "Required Attachments" section of the budget.

The grant funds will be used to purchase the supplies needed to setup and stock the energy labs in each school as well as stock a class library for a Topics in Sustainability class in the middle school. The district currently owns two energy kits called the Science of Energy (elementary grades) and Monitoring and Mentoring (intermediate grades) that we will begin using in the classrooms this year. Shelving for storage of the kits and supplies as well as storage containers would be purchased to make the area easy to use and keep the kits organized. A complete description of the activity supplies is attached to this application in a separate file. Subsequent school budgets will pay for replenishment of supplies that are consumed in completing the activities.

v. Evaluation:

How will you assess the impact of your project and what documentation will you submit to demonstrate this impact?

To assess the success of the energy labs, we will use feedback from students and staff. Each kit from the National Energy Education Development Project (NEED) includes an evaluation form which we will collect each time an activity is used. In addition, we will track how many times an activity is used. For the Topics in Sustainability class, we will track how many students sign up for the class. In the upper grades, we may use the Student Council to conduct a student survey to collect feedback.

V. Application Contacts

i. Primary Contact for the Grant Application

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

Name	Jodi Bettermann
Title	Energy Efficiency Coordinator
Affiliation	Readington Township Public Schools
Address	P.O. Box 807 52 Readington Road Whitehouse Station, NJ 08889
Phone	90882304542960
Email	jbettermann@readington.k12.nj.us

ii. District Superintendent

Name	Dr. Barbara Sargent
Title	Superintendent of Schools
Address	P.O. Box 807 52 Readington Road Whitehouse Station, NJ 08889
Phone	9085342897
Email	bsargent@readington.k12.nj.us

iii. Business Administrator

Name	Steffi-Jo deCasas
Title	Business Administrator
Address	P.O. Box 807 52 Readington Road Whitehouse Station, NJ 08889
Phone	9085342885
Email	sdecasas@readington.k12.nj.us

iv. District Media Contact

Name	Pat Lewandowski
Phone	9085342897
Email	plewandowski@readington.k12.nj.us

v. Key Project Team Members

Please provide the information listed below for your primary project team members.

Key Project Team Members

Name	
Title	
Organization	Readington School District

VI. Required Information and Attachments

Note: All uploaded files must be in PDF format.

i. Documentation that the school district has an active Green Team - *This requirement is waived for districts with schools that have achieved Sustainable Jersey for Schools certification.*

a. Green Team Establishment

School board resolution or letter from district administrator that formally established the Green Team

b. Green Team Members

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. Click [here](#) to verify that your Green Team meets the action requirements. *Additional team members can be added by clicking "add" below the initial entry.*

Green Team Members

Member's Name	Jodi Bettermann
Email	jbettermann@readington.k12.nj.us
Member's Affiliation	Readington Public Schools Facilities Dept.

c. Summary of activities undertaken by the Green Team in the past year

If the Green Team has been recently established, submit a summary of the activities undertaken since it was established.

ii. School board resolution or letter from district administrator authorizing the grant application

Please submit documentation that the district is authorized to apply for this grant in accordance with the district's policies and procedures. This can include a School Board Resolution supporting the application or a letter from the Superintendent or Business Administrator. Click [here](#) for a sample School Board Resolution.

Please upload a copy of the documentation below.

Board minutes_10132015.pdf

iii. Itemized Budget:

Provide an itemized breakdown of the project. For a budget template, click [here](#).

Please Note: *Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program or regional utility company programs must leverage these resources in addition to the Sustainable Jersey small grant as part of the overall project budget.*

Sustainable_Jersey_Small_Grants__Budget_Energy 2015.pdf

iv. Resumes/bios:

Project Manager and Key Project Personnel

Optional Information

This space is provided to upload additional documentation you would like to include relevant to your proposal. Examples include letters of commitment from project partners or more detailed project information.

Additional Files:

RMS Sustainable Class proposal.pdf

Descriptions of Energy Lab activity supplies.pdf

Application Deadline: Sunday, November 1, 2015 at midnight

