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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 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	Whitehouse School
School Student Population	350
NJDOE School Code	070
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	Whitehouse Water Wellness Project
Please provide a brief description (2-3 sentences) of what you plan to accomplish with the grant:	The Green Team at Whitehouse School would like to increase the access to healthy water in its school. This has been identified by the Green Team as a focus area for the year.

### 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	<p>The Green Team would like to pursue the installation of a water bottle filling station to be used with reusable water bottles provided by the students. Additionally, water quality testing at the filling station as well as four other locations determined by the team to be higher priority would be performed to ensure the water is healthy. The school receives its water supply from the NJ American Water utility and does not currently perform water testing at use points inside the building, so water testing at these usage points will provide information on the water quality within the school building. There are eight water use locations total within the building. Students will be involved in a campaign to promote the healthy habit of drinking water after the filling station is operational.</p> <p>Identification of filling station location – Green Team with Facilities Dept. – November 2015  Purchase and installation – Facilities Dept. – December/January 2016  Water testing –Facilities Dept/Agra Lab Services – January – November 2016  Promotion of use – Whitehouse School staff and students – January – May 2016</p>
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### 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 funds will be used to purchase a water bottle filling station and to perform water quality testing at five use points in the building to accomplish the goal of increasing access to water and ensuring the water is healthy.
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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 Dr. Ann DeRosa  
 Phone 908-534-4747  
 Email aderosa@readington.k12.nj.us

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

Name Christine Hometchko  
 Phone 908-534-4716  
 Email chometchko@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\_WHS\_water.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](mailto: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**

