



ACADEMY EDUCATION FOUNDATION, INC.
Edison Academy Magnet School
100 Technology Drive
Edison, NJ 08837

CLUB ASSISTANCE PROGRAM

The Academy Education Foundation, an Academy parents' organization, provides CAP grants to assist the Academy's extra-curricular student activities. Interested organizations or clubs should read the application instructions below and complete the application form on page 2.

CAP GRANT - INFORMATION

- Who is eligible to apply?* Any school-sanctioned extra-curricular organization or club can apply for a grant.
- When are applications accepted?* Applications are accepted year-round; there are no deadlines. The Foundation Board will review all the applications at their subsequent regularly scheduled meeting.
- How much money is available?* The maximum request per application is \$250.
- How are applications reviewed?* The Foundation Board will evaluate all applications and will award grants to those applications that are judged to be most worthy of meeting at least one of the following **goals**:
- 1) Supporting students' education.
 - 2) Supporting students' involvement in the community.
 - 3) Providing needed equipment, supplies, or travel that support the activities of an organization or club.
- What is the application process?*
- 1) Complete the form on page 2 and submit it to the Academy office.
 - 2) After the Board has decided, the Board's representative will contact the organization or club with its decision via the *e-mail provided in the Grant application.
 - 3) Following the use of the funds, email the Board's representative with a summary of how the funds were used. **NOTE: By signing the CAP Grant application, the Faculty Advisor accepts responsibility for ensuring that the funds will be used for the purpose stated in this application or the funds will be returned to the Foundation.**



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CAP - Grant Application

Name of the organization or club: _____

(Applying for the CAP Grant) _____

Contact Name: _____ Role: _____

Phone Number: _____ *E-Mail: _____

If Awarded, Make Check Payable to: _____

Has the full club voted to apply for this application? If not, please explain why not.

Amount of funds applying for, and an explanation of the budget:

Purpose of grant: Please provide a brief explanation of how the funds will be used, and how that use will meet at least one of the CAP goals:

Signature of organization / club president or representative

Date

Signature of organization / club faculty advisor

Date

Signature of Foundation Officer (indicating Board approval)

Date