



Parents of Special People, Inc.
a parent run 501c3 charity benefiting the special needs community

Parents of Special People, Inc., in an effort to effectively support special needs students in the community, is accepting applications from teachers, administrators, paraprofessionals, recreational staff, community organizations and leaders to help fund specific projects and/or curriculum that will help achieve *Parents of Special People, Inc.'s* overall goal of creating independent, employable, and/or college ready students who will become contributing members of society.

While *Parents of Special People, Inc.* is dedicated to helping improve the outcomes for all children in Matawan and Aberdeen, our resources are limited and are solely based on donations and fundraising efforts.

Applications will be reviewed by the *Parents of Special People, Inc.* Executive Board and a limited number projects per School/Borough/Township/Community Based Organization may be partially or fully funded, depending on the amount of donations that *Parents of Special People, Inc.* can raise. Applications for both sustainable i.e., yearly programs that would be fully or partially funded by other revenue sources going forward and special, one time only, projects will be considered.

Parents of Special People, Inc. will review each application based on the following criteria:

- **Purpose** of the project is paramount. How will it support employability, socialization, academics and/or recreation opportunities for students with special needs?
- **Objectives** of the project should be realistic and relevant to specific social, recreational and/or academic goals for individuals with special needs.
- **Procedures** for implementing the project should be clearly thought out and defined. A description of the methods that will be used should be based on scientifically, research based data; any additional training needed for staff and/or typical peer buddies that would need funding; the materials required; where & when the project will take place, etc.
- **Budget** requests should be detailed, including startup costs as well as trainings, and take into consideration the possible future sustainability of a successful project from year to year and how the project would continue to be funded.
- **Project evaluation form** developed by the applicant and completed at the end of the project by staff, participants and supervisors, including an evaluation of the sustainability of the project through the general revenue funding of the Borough, Township, Community Based Organization and/or MARSD.

Application forms can be found at: www.parentsofspecialpeopleinc.com, the MARSD website, www.marsd.org, the Borough of Matawan website, www.matawanborough.com and the Township of Aberdeen web site, www.aberdeennj.org.



Parents of Special People, Inc.
a parent run 501c3 charity benefiting the special needs community

Application process for MARSD based projects within the schools

1. All applicants must begin with their building principal to have them consider the value of the project for the students and staff, based on the criteria above, including the project's complete, ongoing funding needs, if applicable.
2. If there are no available funds in the building budget for the project, both the applicant and the principal should then present the project to the Director of Special Services to inquire about available IDEA funding and/or any special needs grants that may be available and applied to the project.
3. All applications must be complete, with the appropriate administrative approvals and should be delivered by the building principal to the Superintendent, after it has been reviewed by the Director of Special Services. The Superintendent, or his designee, will review the project and forward it to Parents of Special People, Inc. once it has been accepted and approved through the established procedures of the MARSD.
4. Documentation of these procedures must be included in your application.

Parents of Special People, Inc. looks forward to assisting the dedicated community members of the Borough of Matawan, the Township of Aberdeen, our numerous Community Based Organizations and the MARSD educators help our growing special needs population achieve their fullest potential. We would be delighted to help promote projects with dedicated fundraising events and heartily encourage joint projects within the MARSD, Borough and Township and Community Based Organizations.

Please contact *Parents of Special People, Inc.* via email at pospnews@gmail.com with any questions or comments you may have about the application process and/or funding ideas.



Parents of Special People, Inc.
a parent run 501c3 charity benefiting the special needs community

Application process for Borough/Township/Community Based Organization projects

1. All applicants must begin with their department supervisor/board to have them consider the value of the project for the students and staff, based on the criteria above, and the project's complete, ongoing funding needs, if applicable.
2. If there are no available funds in the department budget for the project, both the applicant and the supervisor should then present the project to the appropriate business administrator and/or manager to inquire about available special funding or any special needs grants that may be available and applied to the project.
3. All applications must be complete, with the appropriate approvals signed, as per the Borough/Township/Community Based Organization established procedures. The application should then be delivered by the department supervisor to the business administrator/manager and then to the CEO/COO/Mayor and/or Council, or their designee, who will review the project and forward it to *Parents of Special People, Inc.* once it has been accepted and approved.
4. Documentation of these procedures must be included in your application.

Parents of Special People, Inc. looks forward to assisting the dedicated community members of the Borough of Matawan, the Township of Aberdeen, our numerous Community Based Organizations and the MARSD educators help our growing special needs population achieve their fullest potential. We would be delighted to help promote projects with dedicated fundraising events and heartily encourage joint projects within the MARSD, Borough and Township and Community Based Organizations.

Please contact *Parents of Special People, Inc.* via email at pospnews@gmail.com with any questions or comments you may have about the application process and/or funding ideas.



Parents of Special People, Inc.

a parent run 501c3 charity benefiting the special needs community

Project Funding Application

Project title: _____

Applicant's Name & Contact Info: _____

Co-applicant(s) & Contact Info: _____

Beginning and ending dates for the initial project: _____

Proposed location and times of the project: _____

Please describe the following in detail. Please indicate if the project is designed to be sustainable or if it is a special project. Please attach any additional information that you feel would be helpful in *Parents of Special People, Inc's* decision making process:

Purpose of the project: _____

Objectives of the project:

Procedures of the project:

Please attach a line item list for the estimated budget for your project for one year, including all materials, supplies, personnel training, etc. for your project. Please include all initial startup costs and projected yearly costs, if successfully and sustainable.

Please attach your proposed end of project evaluation form and attach documentation that the prerequisite funding options have been explored and denied. Dated documentation with the name and contact information of the administrator who denied the project and why must be attached.

Applicant Signature & Date: _____

Supervisor/Principal's Signature & Date: _____

Director of Special Services Signature & Date: _____

Superintendent/CEO/Mayor/Council Signature & Date: _____

All applications for Projects Over \$100 can be emailed to pospnews@gmail.com or mailed to:
Parents of Special People, Inc., P.O. Box 302, Matawan, NJ 07747