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## School Year (SY) 2024-'25 SPORTS IN EDUCATION PROGRAM (SiEP) GRANT for SCHOOLS & SCHOOL DISTRICTS APPLICATION GUIDELINES

For programs to be offered between November 11, 2024, and April 30, 2025

**Application Open:** May 23<sup>rd</sup>, 2024

**Application Deadline:** June 24<sup>th</sup>, 2024

**Applicants:** Public Schools, Charter Schools, School Districts, located in Hudson County, New Jersey. **All public schools located in Hudson County are eligible to apply for this grant program.** You may apply for your individual school, or you may apply on behalf of your public school district. If you are applying on behalf of your school district, you may apply for multiple schools in your district to receive programming during the grant period.

**Location:** Proposed programs must take place in a participating SiEP SY 2024-'25 APPLICANT SCHOOL(s) in grades K-8, that are based in Hudson County, NJ (public and public charter schools). All programs proposed must take place within the school(s)'s building(s).

**Program Period:** November 11, 2024 – May 2, 2025 (Program Period is based on the Hudson County Public School Calendar Year).

### SiEP PROGRAM DETAILS

The **Sports in Education Pilot Program** which will provide funds to non-profit sports organizations that will give sports instruction and education to students at participating schools in the county. Below please find the details on the program.

### **Educational Partnerships Program Vision**

To develop, pilot, and maintain partnerships that further sports learning K-8, that enhance the current curriculum with Hudson County-specific content, and that create opportunities for students' meaningful physical education.

The development of a pilot program has begun for school year 2024/2025 by connecting local organizations with Hudson County School districts. The organizations will provide integrated and aligned physical curriculum of the schools. Coaches will work closely with the educators in the schools to enhance not only physical but learning opportunities and embed the K-8 programs into standard curriculum. The vision for the 2024/25 school year is to create a platform for which the Hudson County Schools may apply for programming through the Hudson County Office. In the long run the program will increase all students' access and knowledge to sports integration education within Hudson County and partnership will increase opportunities for furthering extracurricular sports activities.

### **Program Mission**

To provide leadership, planning facilitation, sports fundamentals and support for enhanced sports learning and education throughout Hudson County and provide access to those who would not otherwise have it.

### **Program Goals**

To initiate and maintain a Sports in Education program bridging the gap between all Hudson County team sports, youth leagues and private sports programs and clinics. The programming goals would be to provide students an alternative to learn and have a better understanding of teamwork, fundamental gross motor skills development, more confidence, promote healthy competition, a higher overall sports IQ, problem solving-skills, and overall physical health benefits.

To develop and sustain partnerships with Hudson County schools and sports education enhanced learning opportunities for K-8 and beyond with support from grants and sponsorships.

### **Sports Education Goals**

To provide students and youth with more authentic and enjoyable sport experiences than what we typically see in traditional physical education lessons; through fun and engaging activities to instill lifelong habits of physical fitness, teamwork, and self-confidence in our young participants.

To emphasize the importance of proper nutrition, exercise, and overall wellness, equipping students with the knowledge and skills they need to make healthy choices both now and in the future.

To facilitate learning through sports integration programs that engage students and increase access and participation to quality sports education and gives a sound foundation for sports knowledge to progress and advance to an individual sport.

### **Program Structure:**

-2 hours a week per school would be focused on a combination of Youth Sports Training and Sports Education and Wellness.

-2 workshops per school to supplement the programming by Youth Sports Educators

### **2024-2025 Program Details:**

The Hudson County Sports in Education Pilot Program is scheduled to launch in the Fall of 2024 encompassing the following schools and municipalities.

Total Weeks: 22 Weeks / 2 hours per week per school (minimum)

- Each program **MUST** include a “**Final Program Presentation**” which may be an informal or formal performance, showcase, sharing, or some type of culmination of the program with the students which will take place on an agreed upon “**END**” Date in conjunction with a formal evaluation of each student. Staff will complete an HCOCHA/TD site visit, to evaluate fulfillment of the funded project, student response, teacher response and feedback collection as assessment of the quality of the program.

### ELIGIBILITY

**All PUBLIC/CHARTER SCHOOLS located in Hudson County are eligible to apply for this grant program.** You may apply for your individual school, or you may apply on behalf of your public school district. If you are applying on behalf of your school district, you may apply for multiple schools in your district to receive programming during the 2024-'25 School Year.

### \*\*IMPORTANT APPLICANT POINTERS\*\*

- Please read these guidelines carefully **in their entirety before you begin the application online.**
- As with all other grant programs, SiEP grants are awarded to support and acknowledge a meritorious proposal.
- The SiEP grant program is highly competitive. A successful applicant will have articulated the standards enumerated in the EVALUATION OF PROPOSALS CRITERIA THROUGHOUT ITS APPLICATION.
- When composing your narrative, please consider the need your mission is addressing in your School(s) located in Hudson County. Cite relevant information. Present supporting facts for stated assumptions. Use clear, understandable language (jargon or acronyms discouraged) and be brief, concise, and simple.
- Evaluation plays a critical role in the success of the sports in education program. Please pay close attention to the efforts your school or school district has made to evaluate its programs. Evaluation and impact data may be obtained together in an array of techniques. Please indicate your techniques for evaluating the impact of programs in your sports in education program; for example, pre- and post-surveys, examinations, questionnaires, comment sheets, and statistical information, when describing your evaluation and assessment of the impact on students and measuring the success of your sports in education programming.

### REQUIRED PRELIMINARY PLANNING AGREEMENT for SCHOOLS & SCHOOL DISTRICTS

Once your SCHOOL is awarded an SiEP Program grant, the following agreement will be attached to your award letter.

Please READ this document in its entirety BEFORE you schedule your first Preliminary Planning Meeting with the ORGANIZATIONS. **AFTER** you have conducted your initial Preliminary Planning Meeting(s) with the school(s) and have confirmed a timeline and logistics for your program, you will then fill in details with **ACTUAL DATES** for programming.

- The SCHOOL and ORGANIZATION must without delay reach out to each other to discuss the proposed program and set up a Preliminary Planning Meeting prior to the start of the school year this **November 1st**.

- The SCHOOL APPLICANT must provide a liaison to the ORGANIZATION to conduct the preliminary planning meeting and to work out all logistics available for the program, such as location, digital capabilities, smart tv's, final presentation location, basic tools needed, supplies, etc. Schools and organizations will provide basic equipment to the best of their ability.
- The SCHOOL liaison along with educators who will be participating must be introduced and meet with the ORGANIZATION **PRIOR** to the **START DATE** in order for the organization's to collaborate with the educator present in the programs.
- The ORGANIZATION **MUST have prior approval** from the SCHOOL for ALL aspects of the program; including things such as, working with students during afterschool hours. These permissions are not guaranteed.
- Both SCHOOL and ORGANIZATION must consider the School Calendar and Scheduled abbreviated days and School Closings that occur per each individual school's schedule when scheduling the program TIMELINE.
- If the school closes due to unforeseen circumstances, the SCHOOL may give approval to extend the program, however, the ORGANIZATION **MUST request and receive APPROVAL** from the school to schedule the extension of the program beyond the proposed **END DATE** agreed upon within the Preliminary Planning Agreement. **Any changes must be sent in writing to HCOCHA/TD for funding purposes.**
- If the ORGANIZATION misses or cancels a program session due to unforeseen circumstances, the ORGANIZATION **MUST contact the SCHOOL ASAP and request extension of the program and ONLY** with the school's approval may schedule that session on a day that is approved by the SCHOOL **Any changes must be sent in writing to HCOCHA/TD for funding purposes.**
- ANY other changes made to the program schedule once the PPA from the ORGANIZATION and SCHOOL has been signed and turned into the HCOCHA/TD **must be sent in writing via email to the HCOCHA/TD for funding purposes.**
- Any other unplanned interruptions, such as school cancelation or illness, during the program that will affect the agreed upon schedule **must be sent in writing to the HCOCHA/TD for funding purposes.**
- **The “Final Program Presentation” is required which may include an informal presentation/performance, showcase, sharing, etc. to culminate the program with the students on the agreed upon END DATE of the program and submit a Formal Evaluation. Be sure to arrange for the space with the ORGANIZATION in your FIRST meeting, e.g.**
- The HCOCHA/TD requires that the ORGANIZATION is responsible to distribute a digital SiEP Organization Survey to all educators who participate in the program to be completed **within 1 week AFTER the program “Final Evaluation” or END DATE. All surveys must be received prior to Final Payment of funds to the ORGANIZATION.**
- The HCOCHA/TD requires that the SCHOOL is responsible to distribute 2 surveys: 1) SiEP STUDENT Surveys (post surveys distributed by the SCHOOL liaison or schoolteacher to the students); and 2) SiEP SCHOOL Survey to be distributed to all educators who participate in the program. Both surveys are to be completed **within 1 week AFTER** the program **“Final Evaluation” or END DATE.**

• Please be aware that you may be contacted for copies of relevant news clippings, website descriptions, photos, and videos for Hudson County to help promote the Hudson County Sports in Education Program. **ORGANIZATIONS and SCHOOLS must seek media release permission to include students and educators in any news media, social media, or promotional activities.**

• Once you are partnered with the ORGANIZATION, the SCHOOL or SCHOOL DISTRICT is **responsible for providing the ORGANIZATION(s) with ALL REQUIRED DOCUMENTATION/MATERIALS in order to work with students in their buildings PRIOR TO SCHEDULING PROGRAMMING, during your Preliminary Planning Meetings.** This may include, but not limited to, NJ STATE FINGERPRINTING/ BACKGROUND CHECK, LIABILITY INSURANCE, VENDOR CONTRACTS, etc. for the ORGANIZATION and ALL STAFF that will be working directly with students in the school setting.

By signing below, you agree to the terms and conditions of the Hudson County Sports SiEP Grant PRELIMINARY PLANNING AGREEMENT for SCHOOLS & SCHOOL DISTRICTS AND HAVE ATTACHED a completed ATTACHMENT A: Program Details (SCHOOLS & SCHOOL DISTRICTS).

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Please Print Name & Title Here

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Please Sign Name Here



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Gina Hulings, Director

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**Please Print SCHOOL or SCHOOL DISTRICT**

**Hudson County Office of Cultural &  
Heritage Affairs/ Tourism Development**

**THE APPLICATION CAN BE FOUND AT**  
<https://hudsoncountyculturalaffairs.org/siep/>

**OR**

<https://hcnj.smapply.org>

**beginning on May 20th, 2024**

**DEADLINE – June 21<sup>st</sup>, 2024**

Your application must be completed and submitted **ONLINE**

**There will be no exceptions.**

## **APPLICATION QUESTIONS**

### **SCHOOL INFORMATION & PROFILE QUESTIONS:**

You will be asked to apply as an **INDIVIDUAL SCHOOL** (one school) or as a **SCHOOL DISTRICT** (multiple schools) on behalf of your district. Then you will answer a series of questions about your school or your district regarding the types of sports in education programming that your school/district offers currently and the types of sports in education programs that you would like your students to have access to this in addition the New Jersey standard curriculum. We also ask for the total amount of financial resources that your school may be able to contribute to this program, however, this is not required.

If you are a District Supervisor and applying on behalf of only one school, you will apply as an **INDIVIDUAL SCHOOL** and follow those instructions.

If you are a District Supervisor and would like to apply on behalf of several schools in your district you will choose **SCHOOL DISTRICT**.

### **PROGRAM QUESTIONS:**

In this section you will be asked to answer a few questions based on the needs of your Individual SCHOOL or SCHOOL District.

- The **municipality** that your school or school district is located in within Hudson County.
- The **grade level(s)** in your school or school district that you would feel there is a need to increase sports in education programming access with this grant.
- 2024-'25 School Calendar or Latest School Calendar available at the time of this application.
- Current Board of Directors

**IF YOUR SCHOOL IS UNABLE TO HOST A PROGRAM, YOU MUST NOTIFY HCOCH/TD PRIOR TO THE START OF THE SCHOOL YEAR IN SEPT 2024. YOU MAY BE PLACED ON A WAITING LIST AND IN THAT CASE MAY BE NOTIFIED OF PROGRAMS THAT BECOME AVAILABE DURING THE SCHOOL YEAR.**

## **FOR HELP WITH YOUR SY 2024-'25 SiEP GRANT APPLICATION**

### **For TECHNICAL HELP with**

#### **Survey Monkey APPLY or Technical Issues with the site:**

See the Help Menu in the application. You must Register on Survey Monkey Apply to gain access to the application. Customer Service is available Mon-Fri 8am-8pm EST & Sun 10am-2pm EST.

### **QUESTIONS ABOUT THE APPLICATION QUESTIONS?**

Phone: (201) 459-2070 or email: [grants@hcnj.us](mailto:grants@hcnj.us) between 9am and 5pm, Mon-Fri.

## **EVALUATION OF PROGRAM REQUESTS**

After all applications have been reviewed by HCOCHA/TD staff for eligibility and guidelines compliance, the Sports in Education Peer Review Panel will be asked to evaluate and score each proposal based upon criteria that includes the following:

- The **merit** of the request.
- The applicant's demonstration of **servicing the needs of its students**.
- The applicant's demonstration of **a process for choosing your school's programming needs**.
- The applicant's presentation of **clear, relevant answers** to all questions.
- The applicant's submission of a **complete application** including all documents requested in the online application.
- The applicant presents **how students of all learning capabilities will be included and supported in each requested program**.

## **PROGRAM EVALUATIONS**

Representatives of HCOCHA/TD will visit the school to observe and evaluate the funded programs during the "**Final Presentation**". Staff will complete a program evaluation report, which will include fulfillment of the funded project, educators and student response, and an assessment of the quality of the program.

## ACCESSIBILITY

The Americans with Disabilities Act ([ADA](#)), signed into Federal law in 1990, requires that all public programs and services be made accessible to all people, regardless of their physical or developmental challenges. The State/County Partnership Arts Grant Program supports and enforces this law. **You must indicate how students with disabilities are considered for inclusion and the number of those students included in your program requests once you are awarded with an SiEP grant.**

## ANNOUNCEMENT OF AWARDS

SiEP grant awards are announced by letter via email **LASTLY** . .

- 1. SCHOOLS must keep records of the TOTAL NUMBER OF STUDENTS AND DEMOGRAPHIC DATA OF THE STUDENTS who are served by the SiEP programs which will be reported on the final SiEP SCHOOL surveys.**
- 2. SCHOOL applicants MUST provide ALL documents/materials requested in this application pertaining to these guidelines. Additionally, once you are awarded programming, the SCHOOL or SCHOOL DISTRICT IS RESPONSIBLE FOR PROVIDING THE ORGANIZATIONS with REQUIRED DOCUMENTATION/MATERIALS in order to work with students in their buildings PRIOR TO SCHEDULING PROGRAMMING, during your Preliminary Planning Meetings. THIS MAY INCLUDE, BUT NOT LIMITED TO, NJ STATE FINGERPRINTING/BACKGROUND CHECK, LIABILITY INSURANCE, VENDOR CONTRACTS for the ORGANIZATION AND ALL STAFF THAT WILL BE WORKING DIRECTLY WITH STUDENTS IN THE SCHOOL SETTING.**





