



SY2026 - '27 SPORTS IN EDUCATION PROGRAM GUIDELINES FOR ORGANIZATIONS

A HUDSON COUNTY OFFICE OF CULTURAL &
HERITAGE AFFAIRS | TOURISM DEVELOPMENT
GRANT PROGRAM

For programs to be offered between November 9th, 2026 to April 9th,
2027

APPLICATION DATES

Opens:
March 30th, 2026 at 12:00AM

Closes:
April 26th, 2026 at 12:00AM



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Cultural & Heritage Affairs
Tourism Development

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INTRODUCTION

Hudson County Office of Cultural & Heritage Affairs/ Tourism Development (HCOCHA/TD) offers funding support for approved sports in education programming for the school year beginning November 9th, 2027 through April 9th, 2028. This grant is administered by the HCOCHA/TD, a unit of Hudson County government, by authority of Hudson County Executive Craig Guy and the Hudson County Board of County Commissioners.

The Sports in Education Program will provide funds to sports organizations that will give sports and education instruction to students at participating schools in the county. The development of a program has begun for the 2025/2026 school year 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 grades 3 -12 programs into standard curriculum.

The vision for the 2026/27 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.

MISSION

Sports in Education Program aims 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.

VISION

To develop and maintain partnerships that further sports learning grades 3-12, that enhance the current curriculum with Hudson County-specific content, and that create opportunities for students' meaningful physical education.

GOALS

- To initiate and maintain a Sports in Education program bridging the gap between all Hudson County team sports, youth leagues, 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 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.
- To develop and sustain partnerships with Hudson County schools and sports education enhanced learning opportunities for 3-12 and beyond with support from grants and sponsorships.
- 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 mental health wellness, equipping students with the knowledge and skills they need to make healthy choices both now and in the future.

PRIORITIES FOR FUNDING

Special consideration will be given to proposals of quality, innovation, and merit that address the following priority issues:

Programs that center learners: of **varying abilities**; in non-traditional academic programs; of culturally diverse or of “economically disadvantaged” in underserved communities.

Promote the growth of sports, sports organizations, and educational sports programs serving students grades 3 to 12 in Hudson County.

Programs that focus on students with disabilities or students facing other barriers to success (economic, geographic, ethnic, or other specified limiting factors).

Expand the influence of Hudson County athletes and students to a broader sphere.

Support of the sports in municipalities in northern and western municipalities of Hudson County.

Programs that are flexible and can be provided to a variable number of students and within a variable amount of time within the program period.

ELIGIBILITY

ALL applicants must meet the following eligibility criteria checklist:



APPLICANTS MUST BE AN ORGANIZATION BASED IN HUDSON COUNTY, NJ OR NJ/NY METROPOLITAN AREA & BEEN IN EXISTENCE FOR AT LEAST ONE FULL YEAR AS OF JANUARY 1, 2025



ORGANIZATIONS WHOSE PRIMARY MISSION IS RELATED TO THE SPORTS REALM OR IS AN ORGANIZATION THAT SPONSORS SPORTS IN EDUCATION PROGRAMS AS A COMMUNITY OUTREACH SERVICE. THESE “SPONSORING ORGANIZATIONS” ARE RESPONSIBLE FOR THE WRITING AND SUBMISSION OF THE APPLICATION AND WILL BE ACCOUNTABLE TO HCOCHA|TD FOR THE MANAGEMENT OF THE FUNDED PROGRAM.



APPLICANTS MUST BE ABLE TO PROVIDE THE FOLLOWING DOCUMENTATION:

- **NEW JERSEY CERTIFICATE OF NON-PROFIT INCORPORATION OR NJ BUSINESS REGISTRATION CERTIFICATE (BRC)**
- **IRS 501(C)(3) DESIGNATION LETTER (NON-PROFITS ONLY)**
- **IRS FORM W-9**
- **ORGANIZATION MISSION STATEMENT**
- **CURRENT BOARD OF DIRECTORS / TRUSTEES LIST**
- **SAM.GOV REGISTRATION SCREENSHOT SHOWING UEI AND ORGANIZATION NAME/ADDRESS**
- **CERTIFICATIONS, CREDENTIALS, AND RESUMES OF STAFF**



MUST BE ABLE TO COMMIT TO THE PROGRAMMING REQUIREMENTS AS DETAILED UNDER PROGRAM DETAILS.

INELIGIBLE EXPENSES

SiEP Funds **MAY NOT** be used for:

- General operating support.
- Hospitality of food costs.
- Airline travel and hotel expenses.
- Capital improvements, such as renovation or construction.
- Purchase of equipment, including, but not limited to, phones, computers, televisions, and sports equipment.
- Offsetting institutional/organizational budget deficits.
- Collateral to obtain loans
- Using as fund to lend to other organizations
- Programs whose sole emphasis is to motivate religious, sectarian, social welfare, or health education.
- The acquisition of works of art, antiques, ephemera, etc.
- The restoration of statuary, historic property, etc.
- Fundraising activities or related fundraising costs.
- Cash prizes, trophies, scholarships, tuition
- For personal gain in any manner.

PROGRAM DETAILS

THE RUNDOWN

LENGTH OF PROGRAM:

- 18 Weeks
- Monday Thru Friday
- Max 6 schools per day per week located in any of the 12 municipalities
- IN or AFTER school

GRADES:

3 - 12

STRUCTURE:

- **Up to 1 hour a week per school** would be focused on a combination of Youth Sports Training and Sports Education and Wellness.
- **Hybrid programming:** option available for in-school and/or after school
- **Components:** Athletic Component or Educational/Nutritional Component

REQUIREMENTS

- must have at least one full-time paid staff administrator
- a proven fundraising campaign be fiscally responsible
- have an active Board of Directors or Trustees involved in the governance of the organization
- Include drafted lesson plans with clearly stated learning goals, intended outcomes, and a means for evaluation.
- Take place in-school, during the school day, in grades Three (3) to Twelve (12).
- Align with the [New Jersey Student Learning Standards for Comprehensive Health & Physical Education \(NJSLS-CHPE\)](#) and be embedded in the school's curriculum
- Participate in the Sports in Education Combine

HYBRID PROGRAMMING IN SCHOOL

The schools awarded for the in-school selection process will follow the regular duration of time in the period that the school days follow. We will have our instructors come to school at the selected date and time slot approved by the school. The instructor then will come in early to set up for the drills and lesson plans they have prepared for the day.

AFTER SCHOOL

The after-school selection will be one hour after school once the awarded schools/school districts select their available dates and time slots for the organization. The instructor then will come in early to set up for the drills and lesson plans they have prepared for the day.

PROGRAM CURRICULUM

The Sports in Education program aligns with the state curriculum. Following the mission and visions of the state requirements. For example, making sure all students will acquire the knowledge and skills of what is most essential to become individuals who possess health and physical literacy and pursue a life of wellness.

A quality comprehensive health and physical education program fosters a population that:

- Maintains mental health awareness and relies on social/emotional support systems.
 - Engages in a physically active lifestyle.
 - Maintains awareness of health and wellness and how to access resources.
 - Recognizes the influence of media, peers, technology, and cultural norms in making informed health-related decisions as a consumer of health products and wellness services.
 - Practices effective cross-cultural communication and conflict resolution skills.
- 
- Build and maintain healthy relationships
 - Accepts and respects individual and cultural differences; and
 - Advocates for personal, family, community, and global wellness and is aware of local, national and global public health and climate change.

APPLICATION 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.
- Be sure to describe student population you are targeting for these programs by including details about varying abilities, known disabilities, cultural diversity, race, and/or economic status using the most current data from your school.
- 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.

YOUR NARRATIVES

Be prepared to provide the following documents and information regarding your organization in the section Organization Profile & Preliminary Questions.

ORGANIZATION PROFILE

Be prepared to upload the following:

- If you are a Non-Profit, New Jersey Certificate of Non-Profit Incorporation and IRS 501(c)(3) non-profit designation letter.
- A [NJ Business Registration Certificate \(NJ-BRC\)](#).
- IRS Form W-9 (Request for Taxpayer Identification Number and Certification)
- Disclosure of Investment Activities in Iran Certification of Non-Involvement in Prohibited Activities in Russia or Belarus: provided within the application.
- Organization Mission Statement
- Current list of Board of Directors
- SAM.gov registration screenshot that includes your UEI Number and Organization Name/Address
- Supportive documentation and work samples

NARRATIVE PARAMETERS

You will be asked to provide important foundational information about your organization in the Preliminary Questions, such as:

- An overview of your organization
- Experiences working with young people and working with students in a school setting.
- Explain in detail the process used to develop and choose your organization's programming.
- Indicate how students with disabilities were considered for inclusion historically or previous programs you have undertaken.
- State what measurable tools are employed to evaluate excellence and student participation.
- Illustrate how your organization's program addresses Priorities for Funding listed in these guidelines.

PROGRAM QUESTIONS

You will describe program goals, student outcomes, and student assessment for EACH GRADE in this section of the application. Be sure to address educational quality and how you will measure success.

TIMELINE

You MUST describe your timeline, session by session or week by week, from start to end in this section. Timelines are subject to change based on the needs of the school; please state how you are able to be flexible without impacting the budget proposed or the quality of programming. Take into consideration a preliminary planning period prior to the start of your program that you and the instructor will need to schedule the programming in advance.

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. 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.

HCOCHA/TD require that all applicants must indicate how students with disabilities and/or learning differences are considered for inclusion, and have an up to date ADA Organizational Plan on file and be ready to provide one if asked for the program.



EVALUATION OF PROGRAM PROPOSALS

After all applications have been reviewed by Sports in Education panel 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 the students**.
- The applicant's demonstration the **process of their programming curriculum**.
- 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**.

Representatives of HCOCHA/TD will visit the school to observe and evaluate the funded programs during the Sports in Education Program. Staff will complete a program evaluation report, which will include fulfillment of the funded project, teacher and student response, and an assessment of the quality of the program.



****Late, ineligible, and incomplete applications will not be reviewed****

ANNOUNCEMENT OF AWARDS & NEXT STEPS

SiEP grant awards are announced by letter through email. Please read the following carefully regarding the Preliminary Planning Meeting (PPM) and Final Surveys.

MARCH 30th to APR 26th	Organizations Application Open
APR 16th	Organizations Webinar
MAY-JUN	Award Announcements for Organizations
AUG-OCT	Preliminary Planning Period
NOV-APR '26/'27	SiEP Programming Begins

PRELIMINARY PLANNING MEETING

Once your organization is awarded to collaborate with schools, you will receive a **MANDATORY** meeting request for a Preliminary Planning Meeting (PPM) prior to the start of the program. AFTER you have conducted your initial Preliminary Planning Meeting(s) (PPM) and have confirmed a timeline and logistics for your program, you will then confirm details with ACTUAL DATES for programming. ***(Failure to make meetings will result in a void of contract).***

The school and organization must, without delay, reach out to **Lead Coordinator James Rangel** to discuss the proposed program and set up a Preliminary Planning Meeting prior to the start of the program this **November**.

The school will 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, Combine, 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 organizations 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, School Closings, parent nights and afterschool events that may interfere 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 with Hudson County. 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 **James Rangel** and request extension of the program and **ONLY** with the HCOCHA 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 confirmed, 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 and will be documented keeping track how often the SCHOOLS cancel for funding purposes.

Attendance schedule must be monitored and organizations will renew the attendance regularly. If more than 5 absences occur, the school is responsible to notify HCOCHA and parents of the student that they will be dismissed from the program.

FINAL SURVEYS/REPORTS

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 Sports in Education Combine or END DATE. All surveys must be received prior to Final Payment of funds to the ORGANIZATION.

THINGS TO KEEP IN MIND

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 awarded, the school or school district is responsible for providing you 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

DISBURSEMENT OF FUNDS

Grant funds are disbursed in two payments as follows:

PAYMENT ONE

Fifty Percent (50%) of Sports in Education Program (SiEP) Funds before program start date provided HCOCHA/TD is in receipt of ALL of the following:

- Approved PPA from BOTH Organization and School for EACH Program/School Collaboration.
- First numbered Invoice along with SIGNED VOUCHERS (provided by HCOCHA/TD for AIE County Funds).

PAYMENT TWO

Fifty Percent (50%) of Hudson County SIE Funds within 30 days AFTER the “Final” presentation or Combine, provided HCOCHA/TD is in receipt of ALL of the following:

- Second numbered Invoice along with SIGNED VOUCHERS (provided by HCOCHA/TD for remaining 50% of SiE County Funds)
- All required SiEP Final Surveys and Final Reports are received by HCOCHA/TD.

FINAL SURVEYS/REPORTS

All Organizations and School grantees will be notified to complete Final Surveys once the Final Presentation dates are confirmed. AiEP Final Surveys must be submitted within **one (1) week of the “Final” Presentation date.**

A Final Report will be requested via email upon completion of the programming which will include, but not limited to:

- Actual Total Number of students
- Actual Total Number of sessions provided,
- Amount of prep time,
- Digital media videos or photos of examples of works created or presented by students or used by your organization to promote your organization that includes the AiEP program funded by HCOCHA/TD, and
- A discussion on any of the following topics:
 - Program highlights.
 - Improvements that can be made in the future.
 - Unforeseen circumstances and how they were managed.
 - How the program goals met the criteria of this grant.

SPORTS IN EDUCATION COMBINE

The Sports in Education Combine is required which is the final day for all students who participated, name two champions from each grade based on player profile, most improved, have professional and student athletes participating, speaking to the students.



- All organizations must participate in the **Sports in Education Combine**.
- All organizations will be responsible for their own transportation to the Combine location.
- Staff from HCOCHA/TD will attend the site visit at the Combine, to evaluate fulfillment of the funded project, student response, teacher response and feedback collection as all participating parties will complete surveys of the quality of the program.

QUESTIONS

APPLICATION HELP

If you have any questions regarding the application, please reach us at:



201-459-2070



siepgrants@hcnj.us

We are available Monday - Friday from 9AM to 5PM

TECHNICAL ISSUES/HELP

If you are having technical issues with the application platform portal, and our Grants Team is unavailable, we urge you to reach out to SurveyMonkey Apply.

Submit a ticket and their support team will get back to you in a timely manner.

Use the link below to reach Support



<https://hcnj.smapply.org/helpdesk/>

You can also reach Support through your application in the upper right hand corner. Click the ⓘ symbol and click “Having technical issues with this site?”. This will take you to the support ticket form.

