**OSHE/EOF Supplemental Special Project Application**

On July 25, 2024, the EOF Board of Directors authorized OSHE/EOF to offer EOF undergraduate campus programs the ability to apply for FY 2025 EOF Special Project funding for the 2024-2025 academic year. The purpose of this application is to provide academic year EOF campus programs the opportunity to submit a one-time only request for additional funding for the current fiscal year (FY 2025).

**Special Projects (No Institutional Match Required)**

EOF funds provided for Special Projects is a separate allocation to help create, enhance, and/or promote student leadership and academic support. Special Project areas may include projects that would:

1. Increase student preparation for and/or placement in careers.

2. Increase student placement in graduate and professional schools (ex: medicine, law, science, and technology, etc.).

3. Foster development of exemplary programs that have potential for expansion and/or replication at other institutions.

4. Improve the efficiency and effectiveness of administrative processes and/or enhance student support initiatives (i.e. provide training for staff to learn how to use new technologies, hiring of additional tutors, counselors, etc.).

5. Assist students with material hardship by providing support for the cost of textbooks, notebooks, laptops, and other educational supplies.

6. Programs may seek to provide programming to help address mental health concerns by hiring a part-time counselor.

7. Provide additional student programming (i.e., guest speakers; workshops; student conference attendance, etc.).

Programs that submit requests for Special Project funds must provide a narrative description and justification to substantiate the request, explain the type of assessment that will occur, and the intended impact of the activity. Additionally, a line-item budget must accompany the request that provides both the cost and description of the budget line items related to the costs of the project. You must use EOF Contract Attachment B4, FY 2024 Special Projects to complete your line-item budget request. Although there is no dollar-for-dollar match required from the institution for this category, all regulations pertaining to the restrictions of the usage of EOF funds will continue to apply.

**Submission Deadline**

The deadline to submit a request for Special Projects consideration is **September 3, 2024**. All proposals must include the attached coversheet and should be emailed to [EOF@oshe.nj.gov](mailto:EOF@oshe.nj.gov) with a copy to your liaison.

OSHE will review proposals and inform those programs selected for funding by September 23, 2024. All activities must take place during the current fiscal year and funds must be encumbered by June 30, 2025.

**OSHE/EOF Special Project FY 2025 Application**

**Cover Sheet**

|  |  |
| --- | --- |
| Date of Application: |  |
| Name of Institution/Program: |  |
| EOF Director (First and Last Name): |  |
| Mailing Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Total Amount Requested (must match budget request): |  |
| Project/Proposal Name (if applicable): |  |
| Are you requesting funds to help supplement an ongoing activity? | Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ |
| If selected, it is understood that funding will only be provided for FY2025. | Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ |
| Signature (EOF Program Director): |  |

Narrative Description of Project (No more than 3 pages)

Please describe the proposed special project that you are planning. Include the following information in your description:

* Project/Proposal Title
* Total Amount Requested
* Description of Project
* Target audience
* Project goal and objectives
* Intended impact of your proposal
* Assessment measurements
* Cost Breakdown