

## Instructions for Completing the REF Teacher Mini-Grant Application 2024-25 School Year

1. Prior to beginning your application, it is suggested that you review:
  - the current REF Staff Grant Guidelines, Procedures for Grant Selection, and Procedures for Grant Administration and Awarding of Funds
  - the district's current Strategic Plan and Portrait of a Graduate
  - the sample application (pdf)
  - the mini-grant rubric that will be used to review your proposal by our selection team members
2. There are two ways to access the above documents and the application form:
  - Attachments and links are available on the grant announcement email sent via the district email system
  - Attachments and links are available on the REF website:  
<https://reynoldsburgeducationfoundation.org>
3. The application is to be completed online. The format **will** allow applicants to save and return to their work later in the Google Document.
4. Parameters:
  - At least one grant will be awarded per school. For teachers assigned to multiple buildings, one "At Large" grant will also be available. If there are multiple applications from the same school, only the top scorer(s) on the rubric may be awarded a grant.
  - **Each grant award will be limited to \$350.** If your project costs more than \$350, you will have an opportunity in the budget section of the application to explain what the \$350 REF grant will purchase and how you plan to fund the remaining cost of the project.
  - While building principals will not directly approve or choose grants, please check with them to make sure your project is consistent with the school and district's curricular, instructional, and operational parameters prior to applying.
  - Timeline:
    - ❖ November 8 – deadline for submission of applications
    - ❖ Early January 2025 – Grant winners will be notified
    - ❖ January 17, 2025– monies awarded
    - ❖ Mid-January through May 1, 2025 – purchases made and grant projects implemented
    - ❖ May 1, 2025– all monies must be expended (last day of classes)
    - ❖ May 30, 2025 – evaluation/summary of project due
5. For general questions about grant procedures or specific questions about the content of your grant project, contact:  
-- Debbie Dunlap at [ddunlap@live.com](mailto:ddunlap@live.com)
6. For specific questions about filling in the online application form, contact:  
-- Isabel Bozada-Jones at [Isabel.bozadajones@reyn.org](mailto:Isabel.bozadajones@reyn.org)