

## Instructions for Completing the REF 2021 Fall Teacher Mini-Grant Application

1. Prior to beginning your application, it is suggested that you review:

- the REF Staff Grant Guidelines, Procedures for Grant Selection, and Procedures for Grant Administration and Awarding of Funds
- the district's 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 distributed via the district email
- Attachments and links available on the REF website (<https://reynoldsburgeducationfoundation.org/>)

3. The application is to be completed online. The format will not allow applicants to save and return to their work later. It is suggested that you type the lengthy sections of your proposal in a Word document, revising and editing while still in the Word document, and then copy and paste those sections into the online application form. Just before submission, it is suggested that you copy and paste your entries into a Word document for your records, especially if you made changes while online.

4. Parameters:

- One grant will be awarded per school/academy. For teachers assigned to multiple buildings, an "At Large" grant will also be awarded.
- Each grant award will be \$250.
- Timeline:
  - July 9, 2021 – deadline for submission
  - Mid-September – grant winners will be notified
  - September 30, 2021 – REF Annual Gala, winners will be invited to attend
  - November 1, 2021 – monies awarded
  - May 26, 2022 – all monies must be expended

5. For general questions about grant procedures or specific questions about your grant project, contact Julie or Tara:

- Julie Hartman, [mjharthome@gmail.com](mailto:mjharthome@gmail.com)
- Tara Wrighter, [tarawrighter@yahoo.com](mailto:tarawrighter@yahoo.com)

6. For specific questions about filling in the online application form, contact Kareena:

- Kareena Gibson, [gibson8720@att.net](mailto:gibson8720@att.net)