

Instructions for Completing the REF Teacher Mini-Grant Application 2022-23 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 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:
 - 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:
 - ❖ October 24, 2022 – deadline for submission of applications
 - ❖ Early January 2023 – grant winners will be notified
 - ❖ Mid-January 2023– monies awarded
 - ❖ Mid-January through May 25, 2023 – purchases made and grant projects implemented
 - ❖ May 25, 2023 – all monies must be expended (last day of classes)
 - ❖ June 19, 2023 – evaluation/summary of project due

5. For general questions about grant procedures or specific questions about the content of your grant project, contact Julie or Tara:
 - Julie Hartman, mjharthome@gmail.com
 - Tara Wrighter, tarawrighter@yahoo.com

6. For specific questions about filling in the online application form, contact Kareena:
 - Kareena Gibson, gibson8720@att.net