Reynoldsburg Education Foundation Staff Grant Guidelines

1. The following guidelines enable the REF to make decisions about how to best use the monies it fundraises. These are guidelines, not rules, so some flexibility is expected.

2. Grant projects must be consistent with the mission, strategic plan and goals of the district. Projects should enrich current curriculum and instruction and/or have potential to enhance the district's strategic plan into the future. Therefore, appropriate administrators will be asked to review all grant applications. The grant application review and approval process endeavors to create and maintain transparency.

3. REF strives to create and maintain equity across the district in its awarding of grants.

4. Grant projects must complement existing funding structures in the district.

5. Grants will be awarded with regard to greatest impact. Grant projects that impact more than one class, academy, or school, and/or a larger number of students are preferable.

6. Grants will not be awarded that:

- benefit only one student
- benefit a single staff member
- provide ongoing support for projects originally funded by a REF grant (all grant monies must be spent within one year of approval)
- provide salaries or stipends for staff members (however, grant monies can be used to purchase services from outside consultants/professionals)
- are contradictory to the mission of the district
- create or sustain inequities between students, staff members, classrooms, academies or schools

7. Preference will be given to grant proposals with one of more of the following characteristics:

- offer creative and/or innovative ways to improve learning for students
- provide extraordinary educational opportunities
- include collaboration between staff members, classrooms, grade levels, academies, schools, etc.
- are pilot projects with the potential to be replicated in the future
- will continue to offer benefit into the future
- provide seed money for self-sustaining programming

8. The Grants and Scholarship Committee has sought guidance from the district's administrative team in developing these guidelines. The REF reserves the right to change guidelines as the foundation and the district evolve. These guidelines and any subsequent changes will be regularly reviewed and approved by the REF board.

Procedures for Grant Selection

1. The REF's Grants and Scholarship Committee will establish Grant Selection Teams to review submitted staff grant applications. Each grant will be reviewed by at least four team members, including at least one REF board member (preferably a board member serving on the Grants and Scholarship Committee), a former or retired district educator, a central office administrator familiar with curriculum and instruction, and a community member. The number of teams and actual persons serving on those teams will vary based on the number and variety of grants submitted.

2. The Grants and Scholarship Committee will use application formats that communicate REF's overarching Grant Guidelines and provide detailed instructions for successfully completing the grant proposal. Successful proposals will include a rationale for how the project meets the REF's Grant Guidelines, a detailed timeline, a detailed budget that includes actual anticipated costs (not an overall estimate), and a plan for summarizing the implementation and evaluating the effectiveness of the project. The application formats will be regularly reviewed and approved by the Grants and Scholarship Committee.

3. The Grants and Scholarship Committee will use rubrics to aid the Grant Selection Teams in deciding which proposals to approve. The rubrics will reflect the overarching Grant Guidelines and application instructions. The rubrics will be regularly reviewed and approved by the Grants and Scholarship Committee.

4. Only Reynoldsburg City School District staff members may apply for grants. Students may not apply for grants, but are encouraged to work with a staff member to propose grants reflecting their ideas.

5. When a grant proposal is submitted, the REF will ask the applicant's administrative supervisor to review it. This review does not constitute approval or endorsement of the project. It merely assures that the project is consistent with the current curriculum, instruction and strategic plan of the district. The district's Director of Technology will be asked to review proposals that involve the purchase of technology. The district's Executive Director of Business will be asked to review proposals that involve the district's real property or facility operations.

6. Potential grant applicants are encouraged to informally discuss grant ideas with the Grants and Scholarship Committee chair(s) and/or district administrators prior to writing a grant proposal to determine if they have a viable project.

7. Applicants whose proposals are initially rejected may be given the opportunity to revise their plans and reapply.

8. Different grant levels will be established by the REF. At least two grant levels are recommended in the beginning stages: (1) Teacher Mini-Grants of less than $500, approved on a rolling basis, and (2) Opportunity Grants of $500 - $2,500, approved at one or two designated application periods during the school year for more expensive teacher-level projects, collaborative projects, building-wide projects or district-wide projects.

9. Any grant applicant may not be awarded more than one grant per year.

Procedures for Grant Administration and Awarding of Funds

1. In general, for Opportunity Grants, the fall application period will be designated for projects to be completed within the current school year. The spring application period will be designated for projects to be completed within the upcoming school year. Teacher Mini-Grants will be awarded and administered on a rolling basis.

2. Grant periods will not exceed one year from date of notification of approval. Any monies not spent by the end of the grant period will be forfeited.

3. All grant recipients will be required to complete a concise end-of-project report that summarizes the project's implementation and evaluates its effectiveness. Some grant recipients may be asked to provide a short mid-project report if the project is extensive or lengthy. Reports may include written descriptions of project implementation, photos, videos, etc. The REF will provide evaluation tools that can be utilized for measuring effectiveness, or the grant recipient(s) may choose another tool or develop their own. Information from these reports may be used to publicize the REF's funding efforts. The REF will make public a list of all funded grant projects on an annual basis. In addition, grant recipients are encouraged to share their grant projects with their school's own staff and parent community through newsletters, school-sponsored events, presentations, etc., in an effort to publicize the REF grant program and encourage participation and support.

4. For most grant projects, the district will order and pay for purchases upfront. As soon as all purchases for the project have been made, the district may invoice the REF for a lump sum reimbursement. This one-time, lump sum reimbursement model is preferred, but grant recipients may, on occasion, request permission from the REF to submit multiple invoices to satisfy the district's cash flow requirements. All invoices for reimbursement must include receipts. In rare cases, the REF may allow release of funds prior to grant purchases or may directly purchase project items rather than utilizing the district's treasurer's office.

5. Any tangible items purchased with grant monies become the property of the Reynoldsburg City School District.

Approved: 3.4.21