

Instructions for Completing the REF Teacher Mini-Grant Application 2025-26 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 \$500.** If your project costs more than \$500, you will have an opportunity in the budget section of the application to explain what the \$500 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 7 – Deadline for submission of applications
 - ❖ Early January – Grant winners will be notified
 - ❖ Mid-January – Monies awarded
 - ❖ Mid-January through April 1 – Purchases made and grant projects implemented
 - ❖ **April 1 – Final deadline for all PO's to be submitted to the District Treasurer's Office**
 - ❖ May 30 – Evaluation/summary of project to ddunlap@live.com
5. For general questions about grant procedures or specific questions about the content of your grant project, contact:
-- Debbie Dunlap at ddunlap@live.com
6. For specific questions about filling in the online application form, contact:
-- Isabel Bozada-Jones at Isabel.bozadajones@reyn.org