Grant Application Form 2022-2023

DIRECTIONS

- **Before beginning this application**, MAKE A COPY to save it as a unique file with your first and last name in the new file copy. Ex. REF Grant Application 2023-JANE DOE

- Please review the _Funding Guidelines and Grant Procedures_ prior to submitting your Grant Application.

- **If you were a 2021-2022 REF Grant Recipient, you must submit a "Grant Progress Report" (if you haven't done so already) to be eligible for consideration for the 2022-2023 grant cycle.** The completion of a Grant Progress report is required for all grant recipients **within 1 year** of approval of REF funds.

- Please complete this document using as much space as necessary.

PART A - OVERVIEW

1. Please check type of grant: Teacher ( )   District ( )   Community Member ( )

2. I have reviewed the _Funding Guidelines and Grant Procedures_   ( )

3. a) Project Title: _____
    b) Is there a technology component to this grant request?:   Yes ( )   No ( )

4. Amount Requested: _____

5. Date Submitted: _____

6. Name of Primary Applicant: _____
    Primary Applicant Email address: _____
    Primary Applicant School and Staff Title/Position: _____

    Co-Applicant Name (if applicable): _____
    Co-Applicant Email address: _____
    Co-Applicant School and Staff Title/Position: _____

    Co-Applicant Name (if applicable): _____

Co-Applicant Email address: _____

Co-Applicant School and Staff Title/Position: _____

7.   Brief Overview of Project:_____

_____

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8.   Grade Level(s) of Targeted Students: _____

Number of Students who will be Involved in Project: _____

Curriculum Area(s): _____

9.   Estimated Date Project will Begin: _____

PART B – PROJECT DETAILS

1. Project Description:

a) Please describe the proposed project, including the overall objective of the project, activities that will take place, and who will benefit from the project.   Add any other information that will help REF understand the project.

b) Please state whether there is an alternate, lower cost solution to the project that would satisfy the needs of the request. If yes, please describe and complete a budget for each solution.

2. Need/Rationale: Please describe the educational need for this project based on evidence within the school or published literature. What areas of the curriculum will it enrich or enhance? How is the proposed project related to the current (or anticipated) curriculum in the district?

3. Sustainability: Will this project be able to be used by other colleagues? Will it be used past the completion date of this school year?

4. Evaluation: Please detail how you will evaluate the project to determine if the objectives of the project have been met. How will you share the results of the project with other colleagues in other relevant classrooms within the district? If appropriate, discuss how this project can be reproduced in other classrooms/schools.

PART C - BUDGET

1. Expenses: Present a detailed list of expenses. Use the attached worksheet to show items that will be purchased. Attach website addresses or catalogue pages of items if applicable. (Please note: Funding cannot be increased after the grant is awarded).

2. Income: Indicate if funds are being allocated (or sought) for this project from other sources, such as District budget, PTO donations or other grant programs.

PART D - UNDERSTANDING

- I understand that all grant funds must be expended on the approved project within the school year for which it was awarded. If the project is canceled or materially changed, the funds must be returned to REF.
- I understand that any changes in scope of project or expenditure of grant funds must be approved by the REF Board of Trustees in writing and in advance.
- I understand that all materials, equipment and supplies purchased with REF grant funds become the property of the School District of the REF and should be stored at the school where the project takes place.
- I understand that if I am to leave the school from which the grant is issued, any and all material associated with such will remain at said school.
- I understand that REF has the right to publicize and share the grant project in media outlets and/or other educators within the district.
- I understand that I am required to submit a Grant Progress Report that will describe the grant project outcomes, show expenditure of funds and include photos that showcase the grant in action by the date stated in the grant acceptance letter.

Superintendent's Comments:

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Signatures

(_____)
Applicant/Date

(_____)
Co-Applicant/Date

(_____)
Co-Applicant/Date

Please submit application to rumsoneducationfoundation@gmail.com by the deadline date of February 15, 2023
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BUDGET

Quantity	Description of Items	Cost	S&H	Vendor

TOTAL (with S&H costs):	