**ROOSEVELT PUBLIC SCHOOL EDUCATION FOUNDATION (RPSEF) GRANT APPLICATION**

***Title, Proposed Grant Recipient, and Sections I-V of application are required for your application to be accepted*.**

Title of Grant:

Date of application:

**PROPOSED GRANT RECIPIENT**

Name:

Position/Title:

Email:

Telephone:

**ADDITIONAL PROJECT PARTICIPANTS (please list all)**

Names/Titles:

**I. STATEMENT OF PURPOSE**

I/We submit a grant request for the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to *(objective)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ for (*whom and where)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through the purchase of, or payment for, *(what)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ .

**II. PROJECT DESCRIPTION**

A. **Statement of need:**

B. **Objective(s):** *(What are you hoping the students will gain from this project? How does the project relate to the school curriculum?)*

C. **Plan for implementation:** (*Note activities and staff members. Include a projected start and end date.)*

D. **Student participation:** (*Note which student population and how many students.)*

E. **Project evaluation:** (*How will you determine whether the project successfully met your stated objective/s? This can include observations and student response/feedback. Your evaluation should be submitted to RPSEF in writing through the* [*Grant Final Report*](https://rpsef.org/teacher-grants) *form within 30 days of your above stated end date.)*

**III.** **ITEMIZED BUDGET:** Please complete the below table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/Activity** | **Vendor** | **Cost** | **Funds requested**  **from RPSEF** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **TOTALS:** |  |  |

*You must supply copies of supporting documentation, which includes pricing/shipping, receipts, invoices etc.*

**IV. APPENDICES – Optional**: Supporting information can include a list of links to applicable websites, photographs and videos. Photographs and videos may be submitted as electronic files. Testimonials from district staff or parents can also be included.

**V.** **TERMS OF AGREEMENT**

By submitting this grant application to RPSEF, as the Proposed Grant Recipient, you agree to:

* **Serve as a “grant liaison”** if your grant request is approved.  You will be asked to correspond with RPSEF regarding the progress of the project, including when supplies have been ordered and arrived, confirmation that materials are being used for the stated intended purpose, and that the start and end dates are being followed.
* Provide **receipts for purchased** **supplies** and respond to inquiries regarding project funds, with the understanding that RPSEF retains the authority to recover grant funds that are not, or appear to not, have been used for the stated intended purpose(s).
* Remain aware that all **materials purchased through the grant are the property of the Roosevelt Public School**.
* **Submit the** [**Grant Final Report**](https://rpsef.org/teacher-grants)form to RPSEF within 30 days of your project end date. This report should provide a summary of your grant project, including the number/grade of students involved, evaluation of how the project met the stated objective(s), feedback on funding level provided by RPSEF and any other feedback/comments. If possible and appropriate, please send photos of the item/activity along with this report.
* Allow RPSEF to use your application, supporting material, and content from your [Grant Final Report](https://rpsef.org/teacher-grants) for **publishing and promotional purposes**.

Typing the names below indicates agreement with the above stated terms (constituting your electronic signature):

|  |  |
| --- | --- |
| **Signature of Proposed Grant Recipient**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature of CSA/Principal (required)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ | **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ |

**RPSEF is pleased to offer this grant opportunity to the RPS staff. This grant, made possible by the funds raised by RPSEF, must be used to fund a project and/or materials for Grades Pre-K to 5that meets our mission statement: “to provide funding and other support so that the district can educate and inspire all students to do their best academically and to become independent and creative thinkers, skillful communicators, and lifelong learners.”**

Thank you for your hard work. We look forward to considering your proposal!

* **RPSEF Board of Trustees**

**Criteria for Awarding Grants**

Grant applications should be submitted to [rpsefdn@gmail.com](mailto:rpsefdn@gmail.com) or mailed to RPSEF, P.O. Box 22, Roosevelt, NJ, 08555. We kindly request submission at least 2 weeks prior to the grant start date to allow adequate time for review. Applications will be evaluated based on the criteria listed at the bottom of this document. Response will be provided via email. Upon approval, the disbursement of grants will be structured either in incremental payments or as a full disbursement, contingent upon the specific purpose for which the funds are being allocated. The project must be completed in the time period designated in the proposal and within the school year.

**RPSEF will consider providing funds for**:

* Materials, projects, tools, and equipment.
* Special programming: visiting artists, assembly programs, and field trips.
* Student/staff transport and staff/chaperone admittance fees, **as needed** for the activities/trip to be safely accomplished.
* Professional training for staff that would be necessary in order to implement the grant funded project.

**RPSEF will not fund**:

* "The necessary" – tools/equipment/training that should be provided through general school budget funds (e.g. standard classroom supplies, or maintenance and facilities costs).
* Meals/refreshments.
* Travel expenses for district employees.

**Grants application requests will be evaluated based on the following criteria:**

* All sections were completed, containing all of the appropriate signatures.
* Showed a clear benefit to RPS students based on need, scope and length of benefit in terms of the school’s curriculum and goals.
* Showed a benefit to the largest number of students possible.
* Objectives were clearly and concisely defined.
* Implementation details were clearly defined.
* Proposal timeline was clearly laid out, including a project start and end date.
* Clear plan was identified for how the grant recipient will evaluate if the project successfully met the stated objective(s).
* Budget was complete, including supporting documentation.
* Contained additional documentation about the program where needed.
* Clearly described it will go beyond what is currently being done at the school.
* Complete funding was unavailable through other sources, including the general school budget for the year.
* Cost was reasonable for the scope of the project, to meet the objectives, as well as for the number of students that will benefit.

If you have any questions, write to [rpsefdn@gmail.com](mailto:rpsefdn@gmail.com).