**Grant Application** rev2017

**Applicants:** Completed applications must be approved by your building principal and the superintendent’s office. Any application received directly from an applicant will not be accepted for consideration. Fill out and electronically sign the Grant Application Approval Form, section IV, page 4.

**Principals:** After review, fill out and electronically sign the Grant Application Approval Form, section IV, page 4 certifying your approval and school support. Forward it to the Superintendent’s office for district approval.

**Superintendent’s Office**: After review, electronically sign the Grant Application Approval Form, section IV, page 4. **Format:** Superintendent’s Office please save a .pdf copy of the completed application as follows: Applicant’s last name, school, REF GrantApp 20xx (e.g. Smith RMHS REF GrantApp 2016). For supporting documents not attached in section V., please give documents the same format with the additional of the word “Attachment#”after applicant’s name. (e.g. SmithAttachment1 RMHS REF GrantApp 2016). Forward to [grantcommittee@readingef.org](mailto:grantcommittee@readingef.org).

**I. Grant Information**

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| --- | --- | --- | --- | --- |
|  |  |  | | |
| Applicant |  | Email | | |
|  |  |  | | |
| Position/Title |  | Telephone | | |
|  |  |  | | |
| School |  | Grade or Subject | | |
|  |  |  | | |
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|  | | |  |  | |
| Grant Title |  | |  | Total Funding Requested | |
|  | | |  |  | |
| School(s) where project will occur |  | |  | Grade Level(s) | |
|  | | |  |  | |
| Curriculum Area (s) |  | |  |  | |
|  |  |  | | |
|  |  |  | | |
| Co-applicant Name(s) |  | Email | | |
|  |  |  | | |
| Position or Title, Grade or Subject |  | School | | |
|  |  |  | | |
| Additional Co-applicant Name(s) |  | Email | | |
|  |  |  | | |
| Position or Title, Grade or Subject |  | School | | |

**II. Grant Detail**

**The REF Mission**

REF supports innovation and excellence in the Reading Public Schools by providing funds for projects that deepen and expand the scope of traditional classroom learning, strengthening whole-child development.

**Required Proposal Format**

Successful applications will reflect thoughtful planning, clearly-stated content and context of the project, and assure appropriate use of Foundation funds. Grant requests should align with the REF mission and meet the grant guidelines. See what is Funded section of the REF website.

**Project Description** – Please provide a brief (50 word) narrative that summarizes the project (suitable for press release.)

**Description of Need** – What specific need in the existing curriculum are you trying to address? Is this a need of a certain population, grade, school, or district level issue? What is lacking in the current approach at the student and/or classroom level. Please provide any available data and/or statistics to back up your assertion.

**Project Goals and Objectives** – Identify specific, well-defined, short-term and long-term goal(s). Provide the key objective(s) that will help you achieve the goal(s). (For those new to grant applications, the goal is “what” you will accomplish; the objectives answer “how” you will accomplish it.)

**Activities/Timetable** –Provide a timetable for your project, including starting and completion dates, specific key activities, and events if applicable.

**Participants** –Who will play key roles in this project? What are their qualifications for these roles? Note: If you plan to engage outside services such as consultants/speakers please attach resume(s) or include a link to their website.

**Outputs** – Approximately how many teachers will participate in and how many students will benefit from this project? Indicate how the project can be shared with colleagues and across classrooms, grade levels, and schools.

**Outcomes** – Please identify your expected outcomes (i.e., actual measurable benefits in the students and/or teachers as a result of the project). How do you plan to measure this change (i.e., student tests, teacher/student/parent surveys, teacher observation etc?

**Sustainability** – Will the project sustain itself beyond the current grant cycle? If so, please explain how. Please describe the potential for replication of your project to other classrooms or schools.

**Have you requested funding for this project elsewhere?** REF partners with PTO's, other fundraising organizations and community groups in order to fund as many deserving grants as possible.  Have you requested funds from any such group for your grant?  If so, please list the source, the amount requested, and liaison information.

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**III.** **Estimated Budget**

Detail your project budget requests. If an exact cost is unknown, please give an estimate and note it as such. Group budget items by category (e.g. consultant fees, materials, equipment). Note: All equipment purchased will remain the property of Reading Public Schools at the completion of the project.

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| --- | --- | --- | --- | --- |
| **Budget Item** | **Supplier/Provider** | **Quantity** | **Cost** | **Total Cost** |
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**Option for Reduction of Scope /Budget -** Given funding constraints, REF may only be able to fund part of a proposal with the hope that the shortfall can be found elsewhere, or the scope of the project can be limited to the available budget. If this is the case, please indicate the minimum amount needed and describe how you would reduce the scope of the proposal to accommodate the minimum amount. If appropriate, present other scope scenarios.

Minimum Budget $

Defined Reduced Scope

**IV. REF Grant Application Approval Form**

**Applicant**

|  |  |
| --- | --- |
| This grant aligns with REF mission, the School Improvement Plan Goals, and meets application guidelines on REF website.  I will comply with the application process and the funded conditions as stated on the website.  I will promote my grant by:   * Providing status reports/promotional material to REF in a timely manner when requested * Publicizing it in electronic and print media (edline, school newsletters, local papers) * Sharing the accomplishments of my grant with other faculty members   When grant has been promoted, I will forward content or website link to REF  I will verify students shown in promotional material have a signed release form in school office  I will use the tag line “**This project is supported by a grant from the Reading Education Foundation”** in writing and orally when possible and will attach **REF stickers** to all hardware. | Y N  Y N  Y N  Y N  Y N  Y N  Y N  Y N |

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| *Applicant's Signature* *(on behalf of all applicants listed)* |  | Date |

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| This grant aligns with REF mission, the School Improvement Plan Goals, and meets application guidelines on REF website.  This grant will have meaningful and measurable impact on student learning.  If grant is for Professional Development, can it be considered as a pilot program for the district?  This grant is not an item that should be funded within RPS budget, a replacement of cuts from district’s operating budget or a typical PTO item.  I commit to any school level support required to execute this grant.  For technology grants, the school’s Technology Integration Specialist verifies that:  The technology purchase is required because existing school technology is not available and/or not appropriate to support this grant.  Technology purchase will work within existing school infrastructure.  The proposed technology costs are reasonable based on current information.  The school can provide technical support for implementing, using and maintaining the items purchased.  What is needed from the school/district resources to implement and maintain support this project?    Additional comments the REF grant committee should consider | Y N  Y N  Y N  Y N  Y N  Y N  Y N  Y N  Y N |

**Principal**

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|  |  |  |
| *Principal's Signature* |  | Date |

**Superintendent**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Superintendent’s Office Signature* |  | Date |

**V. Attachments**

Total number of attachments supporting this grant?

Please click in the box(s) below, then copy/paste in your attachments. Some documents will allow you to copy/paste at the icon level, others you may have to open and copy/paste text. Each attachment should be on a separate page by inserting a page break between them. If you are unable to attach the document(s), send them separately as specified under format instructions.

Number pasted into Application       Number sent separately