



Reading Education Foundation  
Outside the box ~ Inside the classroom.

## Grant Application rev2021

**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

Applicant	Email
Position/Title	Telephone
School	Grade or Subject
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 narrative that summarizes the project and its goal.

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

**Participants** – Approximately how many teachers will participate in and how many students will benefit from this project? Indicate how/if 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.

Y       N

### 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.

Budget Item	Supplier/Provider	Quantity	Cost	Total Cost

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

\_\_\_\_\_  
Applicant's Signature (on behalf of all applicants listed)

\_\_\_\_\_  
Date

This grant aligns with REF mission, the School Improvement Plan Goals, and meets application guidelines on REF website.	Y <input type="checkbox"/>	N <input type="checkbox"/>
This grant will have meaningful and measurable impact on student learning.	Y <input type="checkbox"/>	N <input type="checkbox"/>
If grant is for Professional Development, can it be considered as a pilot program for the district?	Y <input type="checkbox"/>	N <input type="checkbox"/>
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.	Y <input type="checkbox"/>	N <input type="checkbox"/>
I commit to any school level support required to execute this grant.	Y <input type="checkbox"/>	N <input type="checkbox"/>
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.	Y <input type="checkbox"/>	N <input type="checkbox"/>
Technology purchase will work within existing school infrastructure.	Y <input type="checkbox"/>	N <input type="checkbox"/>
The proposed technology costs are reasonable based on current information.	Y <input type="checkbox"/>	N <input type="checkbox"/>
The school can provide technical support for implementing, using and maintaining the items purchased.	Y <input type="checkbox"/>	N <input type="checkbox"/>
What is needed from the school/district resources to implement and maintain support this project?		
Additional comments the REF grant committee should consider		

### Principal

\_\_\_\_\_  
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