



**Robbinsville Education
Foundation, Inc.**
Because they're our future

ROBBINSVILLE EDUCATION FOUNDATION, INC. MINIGRANT PROGRAM

GUIDELINES FOR SUBMITTING AN APPLICATION

The application process

- All applicants must complete the attached 4-page grant application (pages 3 to 6) within the determined time line. Late applications will not be considered.
- Submit the completed application to your building principal or program supervisor for approval.
- The principal or program supervisor will assign a confidential ID number to page 3 - Identification Form - and page 4 - Application.
- Principals and program supervisors will keep page 3 for their records.
- Send four copies of the application - pages 4 to 6 - via interoffice mail to the Foundation's mailbox located in the Board Office. It is suggested that a follow up call to ensure receipt of the application by the Foundation be made to: Kimberly Keener - RHS - at extension #3022. Late applications will not be considered.

What kind of grants should be submitted

The goal of the Minigrant program is to award grants of up to \$1,000.00 to all Robbinsville School District non-administrative certificated staff members to create innovations and opportunities that directly benefit their students and enhance their educational experience. REF hopes to fund a variety of projects that impact students in all of our schools, at all academic levels, and in all areas.

Refreshments and Teacher course work are not an allowable expense. Applications for laptops, printers, and other accessories are strongly discouraged.

Who will review the grants

The REF Minigrant Review Committee will review all grants approved by the principals and program supervisors. REF will fund as many grants as is financially feasible. Grant applicants will be notified of their status as approved or not-approved by May 30, of the application year.

INSTRUCTIONS

I. Project Description

Describe the overall grant program summarizing the need for the grant program, purpose and projected outcomes.

II. Statement of Need

Describe the difference between the current status and the results expected with the grant money. Include information regarding demographics, evaluation data, student achievement data, school-level performance data, and educational research findings that may be pertinent to this application. Indicate the population to be served and the number of students expected to participate in the project.

III. Goals and Objectives

District Goals, Building Goals, and/or Core Curriculum Standards should be a focus for your project. Develop objectives that are measurable, attainable, and consistent with established need and with timelines of the project.

IV. Activities

Specify the activities to be undertaken to meet the identified objectives. Activities must be sequential, logical and designed to result in the achievement of program objectives. Identify timelines and resources that are reasonable and realistic.

V. Evaluation

Include in the evaluation portion information that will assess program outcomes. Include the data to be collected and time lines for gathering and analyzing data. Show how your colleagues can reproduce your project.

VI. Budget Summary and Detail

Clearly delineate how proposed expenditures are related to each activity of the plan by indicating the amount budgeted for each of the components of your project. List and describe the items to be funded. Be sure to include all expenses, as additional funds may not be available.

Any monies not expended during the 12 month period after the grant awards are announced will be forfeited and returned to REF.

If the project costs less than the amount requested, the grantee may not use the excess funds for any additional purposes and the unused funds will be reallocated by REF for future projects.

The grantee cannot use the funds for any other purpose besides those listed in the approved grant application. Material or project deviation from the grant application must be approved, in advance, by the principal or program supervisor and REF.

ROBBINSVILLE EDUCATION FOUNDATION, INC.
MINIGRANT PROGRAM
IDENTIFICATION FORM

PROJECT TITLE: _____

AMOUNT REQUESTED: _____

APPLICANT'S NAME: _____

CONFIDENTIAL ID#: _____

- Be sure to submit this form to your principal or program supervisor. The application - pages 4 to 6 - that will be reviewed by the REF Minigrant Committee should not include your name so as to create an impartial review of all grant applications.
- Principal or program supervisor keeps this form for their records.

**ROBBINSVILLE EDUCATION FOUNDATION, INC.
MINIGRANT PROGRAM**

APPLICATION

AMOUNT REQUESTED: _____ **PROPOSED TIMELINE:** *From:* _____ *To* _____

TITLE OF PROJECT:

I. PROJECT DESCRIPTION: (Be sure to be clear as to how students will directly benefit from this grant)

II. STATEMENT OF NEED:

Approved by: _____ **Title:** _____ **Date:** _____

III. GOALS

III. <u>OBJECTIVES</u>	IV. <u>ACTIVITIES</u>	V. <u>EVALUATION</u>

Use additional pages if necessary

VI. BUDGET SUMMARY AND DETAILS

- Clearly delineate how proposed expenditures are related to each activity of the plan by indicating the amount budgeted for each of the components of this project. List and describe the items to be funded. Be sure to include all expenses as increased funding may not be available. **BE SURE TO INCLUDE SHIPPING.**
- If the project costs less than the amount requested, the grantee may not use the excess funds for any additional purposes and the unused funds will be reallocated by REF for future projects. The grantee cannot use the funds for any other purpose besides those listed in the approved grant application. Material or project deviation from the grant application must be approved, in advance, by the principal or program supervisor and REF

GRANT BUDGET

Item	Estimated expense
TOTAL Expenses Shipping	

Use additional pages if necessary