



INNOVATIVE EDUCATOR GRANT GUIDELINES

The Ramsey Public Education Foundation supports and encourages the Ramsey Public School Educators in their quest to provide an enriching academic environment for their students. The RPEF will fund unique and innovative grant requests that support educational excellence in the PreK-12 classroom that would otherwise not be funded by the Ramsey Public School District budget.

The RPEF will consider funding projects that fall within one of the following Areas:

- Science/Technology
- Arts
- Math
- Reading/Writing
- Socio-Emotional/ Character Development

Trustees of the RPEF would love to discuss your ideas for an IE Grant. We will hold an Open house on January 18th from 3:45-4:45 pm at Redeemer Church to provide guidance and answer any questions you may have.

APPLICANTS: Individual teachers or teacher teams (Pre-K-12) of the Ramsey School District may request funding from the RPEF for an Innovative Educator Program.

Funding may be requested for:

- Materials, tools and equipment requests as they relate to and support the proposed project.
- Special programming such as visiting authors or artists, assembly programs and field trips related to the proposed project.
- Professional development directly related to the proposed project to ensure the project's successful implementation.
- Educational community programs.

LIMITATIONS:

Funding will **not** be granted for:

- Structural Facility Renovations or Maintenance
- Organized/Competitive Athletic Programs
- Basic classroom staples (books, classroom supplies, etc.)
- Classroom furniture
- Graduate school courses

APPLICATION GUIDELINES:

Please only submit a completed application, which must include the following items:

- A. Application form with appropriate Building Principal and Superintendent signatures**
- B. Rationale statement for your proposed program** (Why is your program needed and why is your program innovative?)
- C. A description of your proposed program's goals and objectives** (What do you hope to achieve through your program?)
- D. Evaluation criteria and plan** (How will you know that you've reached your program's goals?)
- E. A Detailed itemized budget with a specific dollar amount requested.** (Note: Grants will be awarded up to a maximum of approximately \$10,000 per project/program).
- F. A specific timeline for the proposed project with an indication of when you expect to reach your goals and objectives.**

GRANT PROCEDURES:

- All proposals must be submitted to RPEF by February 16, 2018 for implementation during the 2018-2019 academic year.
- Please create a google folder that includes your application, budget and any supporting materials and share this folder with RPEF@RamseyPEF.org and stefaniejgreenberg@gmail.com.
- Applicants will receive a confirmation email that the application was received by the Foundation.
- The RPEF board will review all applications and make decisions regarding all grant proposals. Awarding of grants is at the sole discretion of the RPEF Board of Trustees.
- Grant applicants will be notified by the second week of May 2018.
- Grant funds must be used by the end of the 2018-2019 academic year. Any funds that are not used by this time for their approved purpose will be forfeited and returned to the Foundation.
- Any materials purchased as part of an IE program are property of the Ramsey School District.

EVALUATION/ FOLLOW-UP: Evaluation forms provided must be submitted to the RPEF within 3 months of project completion. A follow up form will be provided to successful applicants.



INNOVATIVE EDUCATOR GRANT APPLICATION

Please provide all information requested below. You may include any additional information to support your application.

Title of Project/Program:

Applicant(s) Name/Title:

Email (s):

Phone: _____

Amount requested from the Foundation: \$ _____

Please include (in a separate document) an itemized budget for your project.

Please include a complete breakdown of the total funding requested. If applicable, include price quotes from vendors. (The maximum allowable request for each Innovative Educator Project or Program is \$10,000). *Proposals will be judged on merit; however, please note that available funds are limited.*

Are funds for the project being allocated from other sources (PTO, etc.)?

Yes / No (circle one)

If yes, please specify:

School(s) and grade level(s) involved: _____

Number of students involved: _____

Describe the project/program: (Please Attach a separate document for your response.)

- Why is the project/program needed?
- What is the goal of this project/program?
- How does this project/program enhance the existing curriculum?
- In what ways is this project/program innovative and extending beyond the basic curriculum?
- Describe what students will do as they participate in this program.
- What is the long-term sustainability of this project/program?
- How will you measure and evaluate the success of the proposed project?
- How is your budget request justified given the scope of your project?
- Please provide a specific timeline for your project.

SIGNATURES REQUIRED:

Applicant signature: _____

Print name: _____

Applicant signature: _____

Print name: _____

Principal Signature: _____

Director of Technology Signature: _____

Director of Curriculum Signature: _____

Superintendent Signature: _____

Please see submission instructions on the following page.

SUBMISSION:

Please create a google folder that includes your application, budget and any supporting materials and share this folder with RPEF@RamseyPEF.org and stefaniejgreenberg@gmail.com by the **February 16, 2018** deadline. You will receive a confirmation of receipt within 72 hours.

If you have questions or require assistance while completing this application, contact Stefanie Greenberg, RPEF Trustee/Grant Committee at stefaniejgreenberg@gmail.com