



# 2022-23 RCEF Instructional Classroom Grant Application

## Purpose

The Richmond County Education Foundation (RCEF) is a non-profit organization committed to encouraging and providing funding for innovative instructional programs for our students of Richmond County Public Schools.

## Timeline

Grant Application Deadlines	Due to building principal: April 21, 2023
Decision communicated to applicants	May 19, 2023
Funds distributed to grant recipients	August, 2023

**Please note: Late entries will NOT be accepted.**

## Eligibility

Any employee of Richmond County Public Schools is eligible to apply for funding from RCEF. Collaboration is encouraged amongst staff; applicants may apply individually or as a group. Proposed projects may benefit individual classroom, an entire school, a club, or a cluster of classrooms.

The funding amount of grants may vary from year to year and may affect the total amount given to an award winner.

RCEF is interested in funding innovative projects and ideas; projects that challenge learners to think at higher levels, are cross-curricular, are learner centered, and help to develop 21<sup>st</sup> century skills.

Typically, RCEF does not fund:

- Salaries for school division personnel, including substitutes;
- Transportation portion of program, including field trips (unless integral to the project);
- Non-instructional expenses such as travel, lodging or food;
- Graduate study or study abroad;
- Activities, events or projects already completed;
- Activities, events or projects already supported through the Richmond County Public Schools

## Priorities

RCEF seeks innovative projects that challenge students to excel personally and academically. Most favorable consideration will be given to those projects that have specific performance or outcome measures and can be replicated. RCEF also seeks projects that assist a group of students instead of individual students or small groups.

## Application Format and Requirements

Applications must be typed on the forms provided on the RCEF website or applicants can request a copy via email. Please send your request to Dawn Jewell at [djewell@richmond-county.k12.va.us](mailto:djewell@richmond-county.k12.va.us).

Please use the criteria listed below to submit a completed application to your building principal.

## **Final Report**

Award winners must complete a final report that will include a summary of the project along with pictures showing student engagement. These pictures will be used on the RC Education Foundation's website and will be included in the annual report.

## **Selection Criteria**

- The application must be completed in its entirety.
- The educational need must be clearly defined and establish connection to developing 21<sup>st</sup> century lift skills.
- The grant request must be for projects other than those typically funded through the school division or local school budgets.
- The funds requested must directly support the development of a new program or used to maintain/expand an existing program. Preference may be given to new projects or the expansion of existing projects.
- The strategy must be fully described and an action plan included to state:
  - What do you want to achieve by attaining this grant?
  - What are the expected result(s) and/or potential impact(s)? How will they be measured? ○ What steps will you take to implement your plan? ○ What skills or training will be needed in order to effectively implement the plan?
  - Why is this funding important?
- Budget is cost efficient and clearly supports the projects tasks.
- Grant requests must be aligned to school improvement goals.
- Application must be free of educational jargon so that non-educators may easily understand the content.

## **Additional Information**

- Grant funds are released directly to a school or department, not to an individual(s). If the applicant(s) leaves the school or department after the grant has been awarded, the grant remains with the school or department.
- Any grant involving technology will also be reviewed by the Director of Information Technology. The RCEF Superintendent will review all applications prior to being evaluated by the RC Education Foundation. Reviewers from the Foundation will be referencing the above selection criteria when evaluating grant applications.

**Grant applications must be submitted to your principal no later than April 14, 2023. Principals MUST submit approved applications to the Education Foundation no later than April 21, 2023**

*Thank you for your interest in submitting a grant request to us. We are very excited to read about some awesome ideas!  
Sincerely, The Richmond County Education Foundation*

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This grant **does not** include a request for the purchase of technology.

This grant **does** involve a request for purchase of technology.

Project Title: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

School/Department: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Program Location(s): \_\_\_\_\_

Grade Level(s) Served: \_\_\_\_\_

Area(s): Please check the category that applies

Arts & Humanities                       Business & Finance                       Health & Human Services

STEM & Technology                       Leadership                       Literacy

Other: \_\_\_\_\_

\*Any grant requiring technology components must also be approved by the Director of Information Technology.

Estimated Number of Students: \_\_\_\_\_ **Maximum amount requested is \$750.00**

Total Amount Requested: \$ \_\_\_\_\_ / by number of students = \$ \_\_\_\_\_ per student.

Project Summary: (This summary will be included in publications if the project is selected).

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## Grant Funds will be used to:

\_\_\_ Start a new project    \_\_\_ Maintain an existing project    \_\_\_ Expand an existing project

If grant funds are requested to expand or maintain an existing program, please attach the most recent program evaluation. Any grant requiring technology components must also be approved by the Director of Information Technology.

### A. Need Statement

Identify the need or issue that the project will address. Explain the impact of the need on the school/community. Identify the target/recipient of project services. Use statistical data to support the need for the project.

### B. Project Description

Identify the purpose of the project and information to address how the proposed project addresses the need that was described in Section A. What do you want to achieve by attaining this grant? (Start your sentence with "The purpose of the project is to provide...", then briefly describe the ultimate goal of the project).

**C. Project Impact**

What will change as a result of the project? List possible and intended outcomes.

Outcomes are defined as the changes/benefits in skill, knowledge, behavior, attitude, condition, status or awareness that participants experience because of project activities.

**D. Project Timeline**

Use the table below to describe the activities/events required to meet your desired outcomes, including target dates.

<b>Activity/Event</b>	<b>Target Completion Date</b>
Activity 1 _____	Date 1 _____
Activity 2 _____	Date 2 _____
Activity 3 _____	Date 3 _____
Activity 4 _____	Date 4 _____
Activity 5 _____	Date 5 _____

**E. Project Evaluation**

How with this project be evaluated? Explain what will be measured, who will do it, and what methods or instruments will be used. Describe how the results will be used to improve the project.

**F. Additional Comments:**

Please provide any additional information for the project if you need additional space. Place a letter by the comments if it pertains to a section.

**G. Approvals/Signatures for Grants NOT involving technology**

We, the undersigned, authorize the submission of this grant application to RCEF and confirm that the information contained herein is accurate.

**Educator/Sponsor #1:** \_\_\_\_\_ **Educator/Sponsor**

**#2:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

Note: Must be submitted to principal by April 15<sup>th</sup> and to RCEF President Dawn Jewell by April 22<sup>nd</sup>.

Principal's signature certifies that this project is approved AND will be supported in its implementation.

**Superintendent/Designee:** \_\_\_\_\_

**Director of Technology:** \_\_\_\_\_ (if technology is needed)

**RCEF Received by:** \_\_\_\_\_