

To: All Staff

From: Caelin Kordziel, Chairperson, Grants & Projects Committee  
Romulus Foundation for Educational Opportunities

Date: September, 2024

RE: **Grant Applications for 2024/2025**

The Romulus Foundation for Educational Opportunities (“RFEO”) is pleased to announce its Grant Program to assist you and your students in creating new opportunities for teaching and learning not funded through the normal school budget. The thrust of the program is to spark continued innovation in our school and to give you the chance to put your creative ideas to work both inside and outside the classroom.

Grant applications will be reviewed by RFEO’s Board of Trustees on a quarterly schedule. Grants will be reviewed in October, December, April and June. The deadline for submission of applications is **by the Last Week the Month (to RCS ADMIN) for consideration at the 1<sup>st</sup> Wednesday of the month RFEO meeting.**

Please take a moment to review the attached Grant Criteria, Mission Statement, and Primary Funding Areas. The committee will consider the following with regard to the applications submitted:

- 1) Are the objectives clearly stated?
- 2) Are the methods, needed materials, resource personnel, tentative schedule, and completion date specified?
- 3) Is the budget request reasonable and sufficiently detailed?
- 4) Is the project innovative? Is this a new project or similar to other projects in progress?
- 5) Does the application meet our Grant Criteria?
- 6) Does the nature of the project fall within the Foundation’s Mission and Primary Funding Areas?
- 7) Has the application been approved by the Principal and Superintendent?

As funding is limited, RFEO requests that you indicate any cost-sharing or leveraged funding on your application (*i.e.* fundraising, discounted tickets, co-sponsorship with another group, financial considerations that you made in coming up with the project, etc.). While not a requirement, this is particularly encouraged for applications requesting large dollar amounts.

Based on the committee’s recommendations, RFEO will take one of three actions:

- 1) approve the application for funding or partial funding;
- 2) return the application with suggestions for resubmission, or
- 3) reject the application.

# ROMULUS FOUNDATION FOR EDUCATIONAL OPPORTUNITIES

## GRANT CRITERIA

1. Must be in congruence with the RFEO's mission (see below).
2. Must relate to RFEO's stated goals and/or primary funding areas (see below).
3. May include fees to bring in outside experts or artists, but not to pay salaries or stipends to school personnel.
4. Must be innovative or creative (outside the normal school curriculum).
5. May include equipment or materials but only if they directly provide the means to achieve the educational objectives stated in the application.
6. Must be completed within the current school year, with all expenses billed by **June 30th** of that school year.
7. Must not duplicate funding from traditional sources (school budget, PTCC, etc.), but such funds may be used to supplement total project costs requested.
8. Grantees must fill out and return Grant Project Feedback form when grant is complete.

## MISSION

It is the mission of the Romulus Foundation for Educational Opportunities to enhance the quality of education and educational opportunities and to generate and distribute financial and other resources for the benefit of the students of the Romulus Central School District for selected programs and projects. The Foundation will carry out its mission by focusing its support in the following areas: facilitating student development; encouraging excellence through creative learning and teaching; and promoting community/school partnerships.

# **RFEO's PRIMARY FUNDING AREAS**

## **TECHNOLOGY AND LEARNING FUND**

Projects and programs designed to promote and maintain use of the most recent technologies in teaching and learning and to provide experiences for students that will prepare them for the work place and learning place of the twenty-first century.

## **SCHOLASTIC ENHANCEMENT FUND**

Fulfilling a variety of needs for students and teachers designed to provide learning opportunities beyond the core curriculum.

## **ARTS AND EDUCATION FUND**

Experiences and programs in the fine and performing arts that will enhance opportunities for students as well as promote lifelong enrichment and enjoyment of the arts for students, faculty, and the community at large.

## **PROFESSIONAL DEVELOPMENT FUND**

Providing funds for teachers and administrators to pursue innovative professional training experiences in support of foundation goals that would not otherwise be available through traditional sources.

## **CULTURAL ENRICHMENT FUND**

Programs aimed at exposing Romulus School District students to a wide variety of cross-cultural experiences that will help in preparing them for our increasingly global society.

## **CONTINUING EDUCATION FUND**

Assisting and encouraging Romulus Central School students to pursue their higher-learning goals.

# ROMULUS FOUNDATION FOR EDUCATIONAL OPPORTUNITIES

## GRANT APPLICATION

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name (s)

\_\_\_\_\_  
School Phone Ext.

\_\_\_\_\_  
Position

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

Budget request    \$ \_\_\_\_\_

One paragraph summary description (Attach further documentation if necessary)  
\_\_\_\_\_

Applicant's Signature:  
\_\_\_\_\_

Building Principal's Signature:  
\_\_\_\_\_

Superintendent's Signature:  
\_\_\_\_\_

Forward proposal to: Romulus Foundation for Educational Opportunities  
c/o Caelin Kordziel, [ckordziel@romuluscsd.org](mailto:ckordziel@romuluscsd.org)

If you have questions or need assistance, e-mail or call Caelin Kordziel,  
[ckordziel@romuluscsd.org](mailto:ckordziel@romuluscsd.org)

# **ROMULUS FOUNDATION FOR EDUCATIONAL OPPORTUNITIES**

Applicant's Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

1. When do you anticipate implementing and completing the project?
2. Approximately how many students will be affected by the project?
3. What are the educational objectives of the project?
4. What is innovative about the project?
5. Detail your budget request. Please include any matching or leveraged funds obtained, requests to other individuals or organizations for funding, fundraising planned to help offset the total cost of the project, and other cost-saving measures that informed your decisions related to project design.