



Application for Instructional Initiatives Cover Letter

Project Title: _____

Project Chairman/Applicant Name: _____

Grade (s) Taught/Subject Area: _____

School: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone Number: _____

Email: _____

Date of Project Implementation: _____

Date of Project Completion: _____

Total Dollar Amount Requested: _____

Applicant Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Please submit 3 printed copies of cover letter and completed application to:

RITENOUR PRIDE & PROMISE FOUNDATION
2420 Woodson Road
St. Louis, MO 63114

♦ Do Not Fax or Email ♦

Date Received: _____

NOTE: Review of proposals is anonymous. This cover sheet is not included as a part of the actual selection process by the Foundation. Consideration of your request is based entirely on the following proposal.

Application for Instructional Initiatives

Project Title: _____

Grade Level: _____ Subject Area: _____

Date of Project Implementation: _____

Date of Project Completion: _____

Total Dollar Amount Requested: _____

Project Requirements/Guidelines

Project is appropriate for submission if the following standards are met:

- | | |
|--|--|
| ☐ Yes ☐ No | Project is important to student learning. |
| ☐ Yes ☐ No | Project is congruent with the Ritenour School District improvement strategies. |
| ☐ Yes ☐ No | Project is innovative and rigorous and will advance educational opportunities to benefit students, school and/or community. |
| ☐ Yes ☐ No | Project promotes environmental responsibility and commitment to sustainability (<i>not required, but consideration given to these projects</i>). |

If an appendix is needed for supplemental material, it must be limited to a maximum of three (3) pages. Only complete applications are considered for funding. Do not include teacher's name or school name in this section of the application.

1. Briefly describe this project and the need for it.

2. Explain how this project meets the instructional goals of the Ritenour School District and/or school improvement plans.

3. What are the major objectives of this project?
4. What teaching methods will be used to implement this project?
5. What grade levels will be affected by this project? Approximately how many students will benefit from this project?
6. What is the potential for expansion of this project to other grade levels and/or other schools?
7. What, if any, additional materials will be required from the District to implement this project?
8. List a chronological time schedule which includes, as applicable: completed lesson plan(s), ordering/receipt of materials, actual classroom implementation, evaluation, and any other significant dates.
9. How will you evaluate whether your objectives have been achieved? (a written project evaluation is REQUIRED at the completion of the project.)



Application for Instructional Initiatives Budget Worksheet

Please list budget request in order of priority. Detail your budget request. If a kit is included, please detail the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments.

NOTE: If this initiative is approved, copies of all invoices and proof of payments will need to be attached to a written evaluation and returned to the Ritenour Pride and Promise Foundation by the end of the school year in which the initiative is implemented or by June 30.

[illegible]

TOTAL_____

Application Guidelines

- Twice annually the Foundation Board of Directors will review submitted applications for grants and funds.
- The Foundation will fund up to five requests at each meeting not to exceed \$2,500 each. This amount may be adjusted by Board approval at Board meetings.
- Applications may come from individual students or teachers or from student or teacher groups. Funding shall be proportioned to students and teachers equally so that in each year up to five teacher and five student grants are approved and funded by the Foundation.
- Applications shall be competitively reviewed by designated foundation members. All applications will undergo a blind review (without cover letter).
- Should the Board receive evidence of waste, fraud or abuse the board shall notify the grantee and school superintendant in an attempt to retrieve funds and notify civilian authorities if the action warrants. Wage garnishments if actionable shall be pursued. Such grantees will be prevented from receipt of any additional grants.

In submitting this application, Project Chair and School Principal agree to the following:

1. Sign a statement certifying use of funds as requested and approved.
2. Provide a written project summary, including copies of all expenditure receipts, within 30 days of project completion. Reports must document how funds were used, success of the project and how results compared to expectations. For projects taking longer than six months, status reports shall be provided every 180 days following date funded.
3. Grant the Pride & Promise Foundation and the Ritenour School District permission to publish all or parts of the initiative proposal and final reports.
4. Agree to present a presentation of the project to the Pride & Promise Foundation, potential donors or other organizations if so requested.