



~ Quality Education through Community Involvement ~

REF GENERAL GRANT PROGRAM

Guidelines and Grant Application
2016-2017



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WHAT is the Grant Program?

Grants fund innovative projects that enhance the educational opportunities of Riverview students. Additional funding may be provided for programs that demonstrate worthwhile benefits to a significant number of students in two or more classrooms or schools.

WHO can submit a Grant Proposal?

A Grant Proposal may be submitted by Riverview teachers, other district personnel, parents, or students, and must be sponsored by a certificated Riverview staff member.

WHEN are Grant Applications due for Fall grant season?

Grant Proposals must be sent to REF and postmarked or emailed no later than October 30, 2016.

WHERE are Grant applications available?

Grant applications are available on the REF web site at <http://refweb.org/grants/> beginning August 15, 2016.

HOW does an applicant submit a grant?

Submit completed grant applications via regular mail to: REF Grants Chair, PO Box 62, Carnation, WA, 98014, or email completed applications to: grants@REFweb.org.

HOW are Grants awarded?

The REF Board evaluates and selects proposals based on how well the project meets grant criteria. Awards will be announced in November, 2016. Grant money will be disbursed by the Riverview School District.

Grant Criteria

The REF grants are based strictly on merit, with priority given to projects that demonstrate:

- ⚡ Stimulate learning and enhance or expand the school curriculum
- ⚡ Support innovative teaching methods
- ⚡ Possess a high degree of active student engagement
- ⚡ Maximize the number of students involved
- ⚡ Introduce useful supplies/resources to the school
- ⚡ Have potential for repetition or can be adapted to other classes/groups

Grant Restrictions

The REF Grant Program does not fund:

- ⚡ Staff salaries, substitute or release time
- ⚡ Projects, materials or programs not consistent with the goals of the Riverview School District

Grant Caps

- ⚡ Individual classroom grants are capped at the level of \$1,000. School-wide programs serving more than 300 students will be awarded up to \$5000. All other grants (e.g. whole school or programs with fewer than 300 students, whole grade level and department-wide) awarded up to \$3,000.
- ⚡ Health & Wellness grants are capped at the level of \$3,000

Questions

Questions can be emailed to Amy Jacobson at grants@REFweb.org, or mail them to Attn: REF Grants Chair, PO Box 62, Carnation, WA 98014

All materials and equipment become the property of the Riverview School District.



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GENERAL GRANT APPLICATION 2011-2012

REF USE ONLY

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REQUESTED:
\$

Title of Proposal: _____

And/Or, Equipment Request: _____

School _____

Number of students engaged in this project this year?: _____ Grade Level(s): _____

Total amount requested:

\$

For purpose of communication:

Name: _____

Staff/Parent/Student: _____ Position: _____

If Parent or Student who is the Staff Sponsor? _____

Email: _____ Phone: _____

Staff Sponsor Signature _____

Is this grant based on co-funding with another source (i.e. PTA)? Yes No

If yes, has the co-funding been secured? Yes No

If no, is the co-funding contingent on receiving the REF Grant? Yes No

Principal's Support: *I have read this proposal and will support its implementation. It is compatible with Riverview School District policies but cannot be fully funded through our budget.*

Principal's Name (please print): _____

Principal's Signature _____

Date: _____



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4. How will students be engaged in the project?

5. Where and when will this project take place?



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6. List people involved in the implementation of this grant:

Name	Position (staff, parent, student, other)	Role on Project

List resource personnel (e.g. guest speaker, artist) on the chart above using an additional page if necessary. If available, attach resumes for outside resource personnel.

7. Budget Requirements

Identify items (equipment books, videos, CDs etc.) or services (Speaker's fees, etc.) by title and quantities and attach on a separate page if necessary.

ITEMS OR SERVICES	COST	FUNDING SOURCES (PTA, Building, REF, Donated in Kind, etc.)	
TAX	\$ _____		
SHIPPING:	\$ _____		
TOTAL COST OF PROJECT:	\$ _____		
TOTAL \$ REQUEST FROM REF:	\$ _____		

Transfer this total to page 1 of application.



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8 Outline the steps anticipated to achieve the program's goal and estimate the time to accomplish each phase:

STEP	DATE

9 How will you monitor and measure the educational success of this project?

10 Additional Information: With preference given to grants which support innovative teaching methods, please include any other details that would define your grant as innovative. Please attach any additional information for consideration.



**Riverview
Education Foundation**

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GRANT REQUIREMENT CHECKLIST

Before submitting your grant application, take a few moments to complete the following checklist to ensure that all of the required information has been included.

General Requirements

- The applicant is a Riverview School District administrator, teacher, staff, student or parent sponsored by Staff.
- The Staff Sponsor has read, signed and dated the proposal
- The School Principal has read, signed and dated the proposal.

Supporting Documentation

- The titles, quantities and costs of books, CD's videos, software etc, are listed and attached. This is for the purpose of transferring ownership from REF to the Riverview School District.
- Specification sheets for equipment requests have been attached. This is for the purpose of transferring ownership from REF to the Riverview School District.
- Resumes for outside resource personnel have been attached.
- Supporting documentation for programs has been attached.

Budget

- The total amount requested from REF on page 1 corresponds to the total amount shown on page 4.
- A detailed accurate budget has been attached.