



### Who can submit a grant application?

A teacher, para-professional, administrator, student, parent or community member may submit a grant application. All applications must be supported by and signed off on by a building or district administrator.

### When is the open season for grant applications?

Grants are accepted year-round. REF Board Members will review grant applications at each monthly meeting, which is held the second Monday of every month.

### What are the deadlines for grant applications?

There are no deadlines. The grant application is open year-round and you will be notified within 6 weeks after the building or department administrator reviews the grant submission.

### How do I identify funding limits for my grant?

- **Individual Classroom Grants:**
  - *Classrooms serving less than 100 students per day—\$2,000.*
  - *Secondary classrooms serving more than 100 students per day—\$3,000.*
- **Grade Level & Department Wide Grants—\$5,000.**
- **School-wide/Program-wide Grants:**
  - *Schools/Programs serving less than 300 students—\$5,000.*
  - *Schools/Programs serving more than 300 students—\$10,000.*

### Am I considered a classroom or department?

Departments are identified by Riverview School District and are unique to each building. In order to qualify as a department-wide grant, the project should serve the entire department. Note: there is grant limit accommodation for secondary classrooms in which over 100 students are served during the school day.

### What if my project cost exceeds grant limit?

We encourage that you seek co-funding for your project. It is appropriate to request funds from REF for a portion of your project or to pilot an idea.

Each year, REF works with the district to fund “District Initiative” projects. These projects do not fall under the same funding limits. If you have a large scope project that you believe should be considered for District Initiative funding, you should reach out to a district administrator to submit your idea for consideration.

### When can I expect to hear about my grant?

You can expect to receive a response within 6 weeks of building administrator approval of your grant application. The grant administrator will be in touch if more information is needed. Responses are sent via email.

### How often can I apply for a grant?

We encourage you to write as many grants as your ideas and classroom needs allow.

### Can I estimate the cost of my project if I’m not absolutely certain of the cost?

Unfortunately, estimates are not allowed. A detailed purchase order or shopping list, with links - including shipping and taxes as applicable, must be attached. Grants will be funded based on calculated totals provided. Any budget shortfalls will be the responsibility of the grant writer. Any funds remaining after grant items are purchased will be refunded to REF.

### Can I apply for more than one grant?

Yes, please do!



### **If my grant is denied, can I reapply?**

Grant applications which have been denied are not typically re-considered. The exception to this would be if the original grant application were incomplete or circumstances changed which would justify reconsideration of a grant.

### **What could cause my application to be disqualified?.**

- An application not endorsed/signed by a building or district administrator
- A request for item or project not consistent with the goals of Riverview School District.
- Grants to fund transportation.
- Funding for RSD staff salaries, substitutes, or release time.
- Reimbursement for projects, materials, or programs already purchased or acquired.

### **I started my application but need to finish at a later date. Can I save my work?**

Yes. Applications in progress may be saved on our application portal.

### **Who do I call to discuss my grant? Can I discuss grants before submitting an application?**

The REF Grant Administrator is available by email to answer questions at [grants@refweb.org](mailto:grants@refweb.org).

### **How are grants reviewed?**

The REF Board of Directors will review grant applications on a monthly basis. The entire board will read, research, consider and score each grant application, in addition to meeting with the RSD Administrative Cabinet prior to the meeting. Regardless of score, each grant is given a period for discussion, following discussion, a vote is taken on whether (or not) to fund the grant.

### **Are grant discussions at REF Board Meetings open to the public?**

REF Board meetings are open to the public, however, grant discussions are executive sessions and are closed to the public.

### **Can I contact someone with questions after receiving a response to my request?**

Yes. The Grant Administrator is available by email if you require additional information not included in your grant response letter. You can contact the grants administrator at [grants@refweb.org](mailto:grants@refweb.org).

### **Is my grant more suited to REF or PTA?**

REF seeks to be a funding resource for all needs which enhance educational opportunities for Riverview students. Your local PTA may also be a resource for co-funding or alternative funding.

### **Can I use co-funding?**

Absolutely! Co-funding is a great way to fully fund your project or to reach beyond the funding limits of just one grant.

### **Once approved, how is my grant funded?**

Funding for your grant is given directly to and may be accessed through the RSD Business Office. Funds will be available to purchase only the items listed in your grant application. Using excess funds to purchase additional items is not permitted.

### **What if my project comes in under budget?**

REF is committed to funding your project up to the amount awarded. Should your project come in under budget, remaining funds will be returned to REF, by the district, once the project is complete.

### **What if my project comes in over budget?**

REF is committed to funding your project up to the amount awarded. Should your project come in over budget, remaining funds will need to be sourced elsewhere. Please look at PTSA grants, building funds, classroom funds, or talk with your building administrator about funds that can be reallocated to complete your project or need.