

Radnor Township School District



135 South Wayne Avenue
Wayne, PA 19087
610-688-8100
www.rtsd.org

Invest in Excellence

RTSD Guidelines for REF Grant Submissions

The district is very appreciative of the REF support and the passion teachers in the grant program bring to the exciting projects funded through REF. As a school district, Radnor is also accountable to state and federal authorities and regulations, as well as its comprehensive and strategic plans. For this reason, it is important that REF funded programs that impact instruction and fiscal planning are thoughtfully aligned to the district's mission and that they carefully consider the impact they may have on other district resources and programs.

Before submitting an LOI to REF, each grant applicant should carefully consider the impact their grant may have on these variables and include the necessary stakeholders in the planning process.

In order to expedite the formal approval, the Office of Curriculum and Instruction will facilitate the approval process with the applicable departments. **Please submit a copy of your LOI to Patti Calderoni to secure approval.**

Consideration of the Following Grant: _____

The following departments are aware of this REF proposal, have considered the instructional and fiscal implications and recommend the project move forward:

Office of Curriculum and Instruction Date: _____

Signature: _____ Approved Not Approved

Comments: _____

Office of Instructional Technology Date: _____

Signature: _____ Approved Not Approved

Comments: _____

Business Office Date: _____

Signature: _____ Approved Not Approved

Comments: _____

Building Principal / Director Date: _____

Signature: _____ Approved Not Approved

Comments: _____

Grant applicants should refrain from making commitments to students, teachers, vendors or other potentially involved parties until the grant approval process is complete.