

Radnor Educational Foundation Grant Application Guidelines for 2016-2017

Eligibility

The Radnor Educational Foundation funds many types of projects that are consistent with REF's mission *to secure funding to enrich the educational experience, maintain academic excellence and encourage innovative opportunities for the students of the Radnor Township School District*. We strive to equitably reach all grade levels at all of the five schools within RTSD and to touch every student in the district with our funded projects.

As a frame of reference, typical grant awards range from \$500 to \$3,000 and are for a single year of funding. Occasionally, the Foundation will approve larger grants for especially worthy initiatives. While the typical grant is one year, if requested, the Foundation sometimes will grant a second year of funding for a pilot project and in exceptional cases, will fund ongoing projects where the impact and nature of the project make this appropriate.

Before submitting a Letter of Intent, the grant-applicant must discuss the proposal with the building principal and RTSD administrators in order to ensure the grant will be approved by the school and accepted by RTSD. For example, anything that affects the curricular day must be cleared with the building principal, the department chair and depending on the circumstances, the Director of Curriculum & Instruction/Professional Development. Similarly, a proposal involving a district facility, such as an installation, must be cleared through the building principal and appropriate facilities personnel. All proposals involving technology must be approved by the RTSD Director of Instructional Technology and building technology administrators.

We strongly encourage proposers to consult with the relevant PTOs before submitting a proposal to determine whether these groups might offer partial funding or logistical support for the project. This will help eliminate duplication of efforts among the various organizations that provide support for worthwhile and enriching programs in our schools.

It is also recommended that the proposer speak with a member of the REF Grants Committee to clarify the process, determine details and identify potential co-funders. Projects must enhance the standards-based curriculum as guided by RTSD and the PA Department of Education (PDE). Technology projects must embed technology in programming. REF is strongly committed to a cooperative approach to determining the funding for initiatives.

Initiatives that Radnor Educational Foundation does not fund include, but are not limited to the following:

1. Individual staff professional development, unless for ACTS program.
2. Items or services that are regularly part of the school's budget.
3. Compensation to Radnor school personnel or the proposer, for the time they may spend on a project.
4. Improvements to the basic physical plants.
5. Ongoing operating support for what has been a pilot project.
6. Individual scholarships.

Evaluation Criteria

Grant funding will be based on consideration of the following criteria (*not necessarily listed in the order of importance*).

1. **Project Excellence** – Creativity, enhancement of the education experience and innovative programming.
2. **Project Impact** – Impact on students, scope of dollars spent vs. intensity of impact; involvement of school community; meeting an unmet need in the school or district. (Note that the number of students affected may not be as important as the significance of the project’s impact on the students who will be taking part.)
3. **Sustainability and/or replicability** – Has consideration been given to the potential for the project’s future?
4. **Appropriateness of Budget Costs** – Are costs commensurate with potential for excellence and impact? Have other funding sources been approached and committed?
5. **Capacity to effectively implement and report on grant** – Have project implementation, documentation and reporting been adequately addressed?

Application Process

The Grants Committee accepts applications for consideration during three grant cycles. For the 2015-2016 school year, the relevant grant cycles and important dates are as follows:

Grant Cycle Timelines (dates subject to change)

| Cycle | LOI due | Proposal due | Grant Meeting | Notification | Report Due |
|-------------|----------|--------------|-----------------|--------------|------------|
| Fall 2016 | 10/03/16 | 10/24/16 | 11/07/16 | 11/14/16 | 06/30/17 |
| Winter 2017 | 01/09/17 | 01/23/17 | 02/06/17 | 02/13/16 | 06/30/17 |
| Spring 2017 | 04/07/17 | 04/28/17 | 05/08/17 | 05/15/17 | 06/30/18 |

The grant procedures are as follows:

1. **Letter of Intent (LOI).** Applicant submits an LOI that briefly summarizes both the project and its budget. *Please use the LOI form which can be downloaded from our website.* This is reviewed by the Radnor Educational Foundation director and grants chairperson, who will notify the applicant whether or not to submit a full proposal.
2. **Full application.** Upon invitation, applicant submits a completed application and detailed budget, in accordance with the timeline noted above, before a scheduled grants committee meeting. *The full application can be downloaded from our website.*
3. **Proposal review.** A grants committee member is assigned to facilitate the grant review process on behalf of the applicant. Each applicant will be contacted by the facilitator prior to the committee meeting to address any issues of intent, procedure, scope or budget raised by the

facilitator or other committee members. This procedure ensures that the facilitator is in the best possible position to present the proposal to REF.

4. **Grants committee meeting.** The grant applicant is represented by the facilitator at the grants committee meeting. The grant applicant may choose to attend this meeting with his/her facilitator but this is not required. The committee considers each proposal, using the criteria discussed above, and votes on its merits, making the decision whether to approve, approve with revisions, or deny funding at this time. Frequently, the committee will recommend some revisions to the scope and/or details of a project. Grants in excess of \$3,000 also require approval REF's Executive Committee.
5. **Notification.** Applicants are notified of the committee's decision typically within a week of the meeting of the Grants Committee at which the application is presented. Grant approval is contingent upon final acceptance of the funding by the RTSD Board of School Directors. REF handles submitting recommended Grants to the RTSD Board for approval.
6. **Reporting.** All approved projects must be documented and a grant evaluation report must be submitted by June 30th of the project school year. Guidelines for reporting are found on our website.
7. **Grant Requirements.** If grant request is approved, the recipient will receive a grant contract which outlines the recipient's responsibilities relating to the implementation of the approved grant. Grant recipients are expected to do the following:
 - Invite REF to the implementation of your funded project. Notify REF by sending an email to info@radnoreducationalfoundation.org and notifying your facilitator of the date, time and place of grant implementation. If there is no specific event, let the REF office know when the program is in place and when there may be an opportunity for REF to see how it has been implemented.
 - Immediately after grant implementation, prepare a letter to the parents of the students who benefited from the grant letting them know that their child had this experience and that it was made possible by a grant from REF. Donation envelopes supplied by REF should accompany your letter.
 - This letter must be approved by REF before being distributed.
 - This letter may be distributed via USPS, electronic mail or other approved means of communication.
 - The delivery method will depend on the number of students involved and be determined in consultation with REF staff.
 - REF will pay for printing and mailing costs (if any).
 - Promote that the program is funded (in whole or in part) by a grant from REF in all publicity and promotions that are prepared for the project. Some of these marketing vehicles may include class websites, email and flyers for parents, on-site signage, etc. School PTOs are especially important because their communication structures can be used to help promote the projects and lend their endorsement to REF.
 - REF will supply our logo for promotions or labels with our logo, upon request.

- Contact RTSD Communication Coordinator, Michael Petitti, at Michael.petitti@rtsd.org. Given enough notice, he will arrange for a photographer to attend the event and take photos, write and post a press release of the project on the district's website and include a reference to REF.
- Gather documentation (photos, videos, testimonials, etc.) of the project and send to REF at info@radnoreducationalfoundation.org.
- Administer a survey of the program, upon completion, to the relevant parties (students, teachers, administrators, and/or parents), and include in final report.
- Complete Final Grants Summary Report upon completion of grant implementation, but no later than June 30th of grant year.

Please contact any member of the Grants Committee with any questions:

info@radnoreducationalfoundation.org

Lisa Borowski, Chair
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Grant guidelines are available online www.radnoreducationalfoundation.org