

**Rio Rancho Education Foundation**  
**2016-2017 Grant Proposal Cover Page**

Project Title:	Name(s) of Applicant(s):	Signature of Applicant(s)
School Name:	Grade Level:	Grant Application and Approval Page, With all applicable signatures affixed: <b>REQUIRED FOR ALL GRANTS!</b>
Email:		
Dollar Amount Requested: \$	Type of Grant: (Circle One) <ul style="list-style-type: none"> <li>• Class/Teacher/Employee</li> <li>• Campus</li> </ul>	Signature of Principal (Ensure completed Application & Approval Page is included)

**Philosophy for RREF Grants**

Grants are cash awards that are designed to encourage creativity in the classroom, develop more effective methods of instruction, and provide for imaginative teaching. The award amounts are up to \$1,000 for a class/teacher/employee grant, and up to \$5,000 for a campus grant.

**Please Note:** 80% of all proceeds from our 2016/2017 fundraising events fund these grants, final grant allowance will not be known until March 1, 2017.

**All proposals are due by April 1, 2017**

Grant projects are intended to benefit students educationally by encouraging Rio Rancho Public School staff members to put into action innovative ideas that might not be implemented otherwise. Student interest in the subject matter is especially pronounced when they can learn with “Hands-On” materials and be challenged by other than conventional classroom activities. Similarly, grant projects can develop skills or reinforce daily assignments in a creative manner.

The grant program is competitive, as there is only a limited amount of money per year available from the Rio Rancho Education Foundation. A review committee will consider each proposal and recommend to the Foundation Board which projects should receive funding, and how the funds will be allocated.

**Applications are available at the RREF website.**

This Application must be sent to:

Rio Rancho Education Foundation, P.O. Box 45030 | Rio Rancho, NM 87174

or emailed to: rreducationfoundation@gmail.com

**Applications must be postmarked by April 1, 2017**

## Grant Guidelines

To help facilitate the Grant Review Process in a timely manner, please check the below list before completing your application. **Grant requests will not be considered for the following:**

Field trips	uniforms/costumes/t-shirt	Teacher Pay/Stipends
Sub pay	Staff Development	Food
Travel Costs	Conference Fees	Multi-year Proposals
Televisions		

Requests for films, video tapes, software, monetary awards and prizes will not be considered unless they are an integral part of the whole proposal.

*Transportation may be considered if it is an integral part of the grant project.*

***Technology: RREF understands and recognizes advances in technology. As of 2014 grants that include technology will be considered by the review committee. However, grants that are largely based on technology should clearly state that the technology is being utilized in support of an innovative program (see philosophy on page 1.), and not just a “supplement” for the school’s technology budget.***

Curriculum: Grants are intended to enhance curriculum, not replace. Any grant that appears to be a replacement to district and/or state approved curriculum will not be considered.

All equipment purchases made with grant funds will become the property of Rio Rancho Public Schools.

Grants that include technology, or seek to make changes to a schools facilities may require district level approval from said department representative. Grant applications that are missing any of the required signatures according to the flow chart on page 3, will not be considered by the review committee.

### THE APPLICATION, SELECTION, AND REPORTING PROCEDURES

- Please consider your grant request carefully, and ensure your project fits within the philosophy and guidelines set forth by the Rio Rancho Education Foundation
- All applicants must complete the Grant Proposal Application Form
- Site administrator review and signature is required on all grant applications. Additionally, they are a great resource when trying to determine what other signatures may be required
- The Grant Committee will consider all completed applications and recommend to the Foundation Board which projects should receive funding
- If approved, the funds are distributed to the School listed in the proposal. Teachers and projects are recognized publicly at a Board of Education meeting and through media releases. Attendance at the Board meeting is required by the Grant Recipient or designee.
- AT THE CONCLUSION OF THE PROJECT, or no later than July 1 of the following year, each grant recipient must send a report on the project. The report must be sent to RREF. FAILURE TO SEND A REPORT WILL DISQUALIFY THE APPLICANT FROM FUTURE PARTICIPATION.

## Grant Application and Approval Page

The grant Application and approval page is provided to assist in ensuring that your grant has all the applicable signatures required by the district in order for your grant to be successfully screened for review.

By answering a few simple questions related to facilities and technology this document will assist you in determining whether you need any district level signatures you need.

Facilities		Signatures	
1. Does my grant project propose to make any type of physical change to the school (Classroom, Building, or Landscaping)?	YES  Continue with next question	NO:  Please Go to Question 3.	
2. Are the physical changes in my grant Permanent?	YES Review W/Principal Review W/Dist Facilities Rep Get Dist Facilities Rep Signature	NO  Review W/principal  Get Principal's signature	
Information Technology (IT)			
3. Does my grant project involve any type of technology?	YES  Continue with next question	NO:  Congrats you are done with this section	
4. Does the technology have WIFI capabilities? (whether you intend to use that capability or not)	YES Review W/Principal Review W/Dist IT Rep Get Dist IT Rep Signature	NO  Review W/principal  Get Principal's signature	

Please attach a separate piece of paper to this document and answer the following questions:

1. State your project's purpose. Include the following:
  - a. What you hope to achieve,
  - b. What will be different or better as a result of your grant,
  - c. Describe who and how many will benefit from your project?
2. Explain how your project addresses an existing need, problem, or issue, and it relates to the campus/district goals.
3. Detail the project activities, including a schedule or timeline.
4. If Applicable, describe involvement or partnerships with other organizations.
5. Propose a DETAILED budget that includes:
  - a. suppliers, items, and dollar amounts
  - b. If applicable, include any other sources of funding.
6. Explain how you will evaluate your project.

**Good Luck!**

**Grant Scoring Rubric**

**Overall Percentage: \_\_\_\_\_ %**

<b>Criteria</b>	<b>Exceeds Expectations (3 points)</b>	<b>Meets Fully (2 points)</b>	<b>Adequate (1 point)</b>	<b>Incomplete (0 points)</b>	<b>Score</b>
<b>1.a.b. Purpose &amp; Goals</b>	The project's purpose is articulated in detail and the project's goal(s) support and are directly aligned to the projects stated purpose.  Includes details addressing what will be "different, or better" as a result of project	The project's purpose is clearly articulated and the project's goal(s) support the stated purpose.  Mentions what will be "different, or better" as a result of project	The project's purpose and goal(s) are stated	Incomplete or not addressed	
<b>1.c. Impact</b>	The project has the potential to involve a great number of individuals or individuals in multiple age groups and demographics; program has long term potential through duplication in future years; program sustainable without additional RREF funds	Number of individuals benefitting from the program is addressed and the program may be duplicated in future years	Addresses limited audience with no projection on long term potential	Incomplete or not addressed	
<b>2. Need</b>	Applicant identifies the need the program addresses and provides specific details on how the project supports either a campus or district goal, or both	Applicant identifies the need the program addresses and makes reference to how the project supports either a campus or district goal, or both	Applicant identifies the need the program addresses within the school	Incomplete or not addressed	
<b>3. Project Plan</b>	Plan is specific, clearly outlined and objectives are defined; goals and objectives of the project are innovative, realistic and clearly stated; timeline is clear and identifies specific activities and dates for completion	Plan is outlined and has some connection to the objectives; goals of the project are stated, realistic, and clear; timeline is included, list activities and dates for completion	Plan is outlined and goals of the project are stated; timeline is included	Incomplete or not addressed	
<b>4. Collaboration (If Applicable)</b>	[if applicable], Proposal includes collaboration with other community stakeholders, and provides details on how collaborative effort will enhance the stated goals of the project	[if applicable], Proposal includes collaboration with other community stakeholders, and provides some details on what that collaboration involves	[if applicable], Proposal includes collaboration with other community stakeholders but provides no details	Incomplete or not addressed	
<b>5. Budget</b>	Proposed project budget is realistic considering the audience size and stated objectives and includes a narrative with justification and quotes, if available	Proposed project budget is realistic considering the audience size and stated objectives	Budget is documented and included in proposal	Incomplete or not addressed	
<b>6. Project's Plan for Assessment.</b>	Assessments, evaluations and reporting tools are clearly defined, and relevant to the project and measure the learners' performance	Assessments and evaluations for learners' performance are listed and show some connection to project activities	Assessments and evaluations for learners' performance are listed	Incomplete or not addressed	
The score is the total of columns on the right. The score will be out of "15" or "18" points depending on whether "4. Collaboration" was applicable. Overall Percentage at the top of the page is the mathematical calculation of the Total Score listed at right.				<b>Total Score</b>	