



## **Application Guidelines & Criteria for 2011-12 Grant Programs Sponsored by the Rocklin Educational Excellence Foundation**

### **I. Types of Grants & Eligibility**

- A. **Teacher Grants.** Grants will be awarded to teachers in the amounts ranging from \$100 to \$10,000. All certificated personnel in RUSD are eligible to apply for the Teacher Grants. Proposals may be submitted by individual teachers, teams of teachers or other certificated district personnel.
- B. **School-wide Project Grants.** School-wide project grant proposals that enhance and improve student achievement for up to \$2,500 must be submitted by the school principal.

### **II. Proposal Guidelines**

- The activity should complement the curriculum and be student-centered, which includes the intellectual and social development of students;
- Proposals may request seed money or support for expanding an existing program;
- REEF funds cannot be used to take the place of available RUSD funds;
- Proposals for equipment must clearly demonstrate the relationship of equipment to the proposed student-related program. Equipment purchased through a REEF grant becomes the property of RUSD and not the individual teacher;
- Grant recipients are required to submit an evaluation report upon completion of the activity or project. Individuals or groups who do not fulfill this requirement are ineligible for future grants;
- School-wide project grants must demonstrate how they will directly benefit students and improve student achievement.

### **III. Proposal Format and Requirements**

There is no official application form. Please use the following guidelines to format your proposals. Proposals should be concise (no longer than 4 pages, including budget and cover sheet pages). Proposals must be typed. Please email the proposal to the REEF Chairman.

Proposal Coversheet to Include:

- Name of applicant(s) and email address;
- School and/or department;
- Title of Project/Program;
- Primary Subject Area;
- Grade Level(s) served;
- Number of students served;
- Amount requested;
- One sentence describing your project.

Additional Information:

- a. **Purpose:** Describe the purpose of your project, listing anticipated goals and outcomes;
- b. **Project Description:** Describe your project, including the activities and/or instructional materials you will develop. Show how the project meets the guidelines where appropriate;
- c. **Evaluation:** Explain how you will measure the success of the proposed activities;
- d. **Budget:** Include an itemized listing with prices of instructional materials and/or equipment;
- e. **Requirements:** Please include the following statement:  
"I (we) agree to fulfill the requirement that we submit paid receipts for expenditures and to file a REEF evaluation report by the designated date. I (we) understand that all major equipment and/or instructional materials purchased with the grant must remain the property of the Rocklin Unified School District."
- f. **Signatures:** Proposals must be dated and signed by all applicants and their supervisor or principal.

#### IV. Selection Process

- A. The program enhances and improves student academic achievement (80 points):
  - Stimulates and motivates students to achieve academic excellence;
  - Engages students as active participants in the learning process;
  - Encourages specific improvement in students' skills and attitudes;
  - Nurtures the students' desire to learn and create;
  - Includes regularly defined objectives.
- B. The program can be replicated (10 points):
  - Adapts easily for use by other teachers and or schools.
- C. The budget supports the program and expenses are cost effective (10 points):
  - Includes a complete itemization of expenses;
  - Reflects expenditures which directly support the proposed activities, are relevant and appropriate;
  - Does not require on-going financial support.

Each applicant must submit a proposal including the above information. Selection is based on the criteria described. All grant proposals are screened for basic requirements and are reviewed by the REEF Allocations Committee. Proposal recommended for funding are then presented to the REEF Board of Directors for approval at a subsequent meeting.

Proposals which are not funded may be resubmitted for consideration at a later date.

**Application Due Date: October 15, 2011**

**Grant Award Announcement: November 2011**

**Proposals shall be submitted to: [tlowell@rocklin.k12.ca.us](mailto:tlowell@rocklin.k12.ca.us)**