Crest Ridge R-VII Education Foundation Classroom Grant
Deadline: November 13, 2023 by 5:00 PM

Who may apply?
Any Crest Ridge R-VII teacher may apply. Collaborative projects are encouraged and need to be submitted on one application. This grant is awarded based on merit; therefore, teachers may apply even if they have been awarded a grant from a prior year.

How are the grants awarded?
To ensure anonymity during the selection process, persons who review the applications will not have access to applicants' names. Please TYPE the application, be sure NOT to include any names that would identify people involved in the project.

How may the grant money be used?
Funds may be used for books (other than textbooks), audio-visual materials, computer software, supplies, equipment, field trips and other materials necessary for projects or to enhance your classroom or district curriculum.

How is a grant application submitted?
Please use the PDF file or Word file for submitting your grant application. Proposals need to be typed and be six pages in length or less. If partial funding of the project is acceptable, please note it on the application and specify how partial funding would be used. Number of classroom grants depends on the amount of funds raised the prior year.

How is the money disbursed and managed?
Money will be given to the grant recipient(s) for the amount awarded. The money will be deposited in the appropriate district activity account. This method ensures recipients will then be able to make purchases for their project without having to pay sales tax. All funds for the grants need to be spent by the end of the grant year. Receipts and records of expenses need to be maintained. Funds need to be spent by the end of the current school year.

The Education Foundation would like to have a short summary of your project or how the classroom grant impacted the learning within the classroom or impacted students. These summaries may be shared in future Education Foundation reports and/or fundraising campaigns to the community, district, patrons and donors.

For further information please contact the Education Foundation Committee.

Grant Request Timeline for each Grant Year
*Deadline for submission of applications—**November 13, 2023 by 5:00 PM**
*Review of proposals—November 14-November 20, 2023
*Notification to applicant—awarded by November 21, 2023
*All funds expended—by end of year
*Summary of project due to Education Foundation-May 15

Application deadline: November 13, 2023 by 5:00 PM

**Crest Ridge R-VII Education Foundation Classroom Grant Application
for the 2023-2024 School Year**

Project Title_____

    Subject _____ Grade(s) _____

    Total Budget Request _____

    Approximate Number of Students Involved _____

A. **Project Description:** Compose a summary (not to exceed 250 words) describing the overall project.

B. **Need:** Please describe:
   *Why your project is needed?

   *How your project will address these needs?

   *How is this project connected to curriculum?

   *Why your project is special?

Application Deadline: November 13, 2023 by 5:00 PM

C. **OBJECTIVES/GOALS:** Please list your specific goals or objectives of your project.

D. **TIMELINE:** Please provide a schedule of events for the project from initiation to completion.

Application Deadline: November 13, 2023 by 5:00 PM

E. <u>BUDGET</u>: Please provide approximate cost of items or materials needed to complete the project. If the project can be partially funded, please tell what the essential budget items are.

ITEM   SUPPLIER   COST

Total Budget Request _____

Principal Signature_____ Date_____

F. <u>OTHER INFORMATION</u>: If additional information is needed to support proposal, please include it here. Information may also be attached if necessary.

Have you remembered to…
- o Type your application?
- o Limit your application to six pages or less?
- o Obtain necessary administrative signatures?
- o Submit the completed application to your building administrator by deadline, on or before <u>November 13, 2023 by 5:00 PM</u>?