

*The Richmond Education Foundation*  
**2020-2021 Impact Grant Program Request**

**Submission Deadline: 4:00 P.M., September 18, 2020**

**The purpose of the Impact Grant Program is to provide educators in the Richmond School District with an alternative in obtaining funding for small, but valuable educational initiatives or projects.**

- Those eligible to apply for Impact Grants are certified teachers, staff, and administrators of educational sites that are under sole governance of the Richmond School District. Student groups are encouraged to apply with oversight from an academic advisor or sponsor.
- Grant applications must be submitted to the building administrator of your site.
- Applications will be reviewed and prioritized by your site administrator. Only projects consistent with the strategic plan and the educational/professional goals of your particular site will be approved by your site council and forwarded to the Foundation. Final approval will be granted by the trustees of the Richmond Education Foundation.
- Applications will be considered for projects requesting \$500 or less.

**APPLICATION INSTRUCTIONS:**

- The entire application should take no more than 2 pages.
- All applications must be typed or printed from a computer.
- Use a single space between lines of text, at least 1- inch margins, and size 10 or 12 font.
- Applications should address each of the following queries:
  - **Educational Site (school name)**
  - **Name, academic subject, grade level(s), work phone number, and email address of person in charge of project**
  - **Title of project** *[not to exceed 6 words]*
  - **Summary statement of project** *[not to exceed 20 words]*
  - **Description of project** *[including but not limited to: Overview of project. Why is the project important? Who and how many will be served? How will you evaluate the success of this project (expected outcomes)? How will this project build upon existing programs at your school?]*
  - **Budget:** *[Itemize categories of expenses such as supplies, equipment, travel, postage, etc. Be specific and estimate costs as closely as possible. Indicate total amount of money being requested. What are other possible sources of funding for your project?]*
  - **Signature of person in charge of project**
  - **Signature of building principal or administrator of your educational site**
  - **Date application submitted**
  - **NEW: Accountability Component: Picture and Small Write-up published in the newspaper showing students use of project.**
- If your questions are not answered in these instructions, please send them via email to any of the Richmond Education Foundation trustees. (Contact your building administrator or the district website for a complete list of trustees.)