2022-2023 GRANT APPLICATION INSTRUCTIONS

Submission Deadlines: <mark>ROLLING</mark> (decision within 30 days of application)

ROCKBRIDGE COUNTY
PUBLIC SCHOOLS FOUNDATION

ABOUT US
Rockbridge County Public Schools Foundation (RCPSF) is an independent, grant-awarding non-profit organization that supports excellence for all RCPS students. Since 2005 the Foundation has awarded over $400,000 in grants to teachers and schools across the Rockbridge County Public Schools division. Our funds come from the generosity of individual and corporate donors, as administered by our all-volunteer board.

SELECTION CRITERIA
The more donations we receive, the more grants we can award. We regret that we may not be able to support all worthy applications. Our selection is based on merit, with additional consideration for equity between schools. Most grant requests range from several hundred to several thousand dollars, and should be completed within one school year. <mark>We have funds available for all projects, even small ones.</mark>

We primarily fund projects, equipment purchases, and enrichment opportunities. If you are unsure whether your proposal meets our criteria, please contact us at the email below prior to preparing your request.

A strong proposal:
- Reflects carefully considered purpose, need, and plan, as articulated simply and clearly.
- Supports school and division initiatives.
- Offers innovative or new opportunities with high standards of excellence for students.
- Invites cross-curricular and interdisciplinary elements, and cooperation and collaboration with other grades or departments in your school and/or in the community.

RCPSF will consider all completed and submitted applications that have secured school and division signatures. RCPSF will respond with a decision to all submitted applications within 30 days of application.

APPLICATION PROCEDURE – <mark>STREAMLINED</mark>
_____1. Send us a quick email so we can directly connect with you. We can briefly discuss your project with you and then let you know prior to paperwork whether it is likely your project could receive funding.
Later,
_____2. Review the application, its questions, and its expectations.
_____3. Complete the application and include a budget.
_____4. Print a <u>hard copy</u> of the completed application for your principal's review and signature.
_____5. <u>Email a digital copy</u> of the application/budget directly to the Foundation as soon as possible. Signatures from your principal, the director of technology, and superintendent are not required on this copy; however, your application is not considered complete until the Foundation also receives the hard copy with signatures, per below:
_____6. Request that your principal forward the hard copy to the RCPS Superintendent's Office for the Director of Technology sign-off (if needed) as well as final approval. The Superintendent's Office will submit the application with all signatures to the Foundation's mailbox at Central Office.

CONTACT INFORMATION – Please reach out; we're ready to help you succeed.
❖ For general questions or comments about the Foundation: rockbridge.school.foundation@gmail.com
❖ <mark>For specific questions about this grant application and process</mark>: rcpsfgrants@gmail.com
❖ Our website: www.rockbridgeschoolsfoundation.org

2022-23 SCHOOL YEAR GRANT APPLICATION

Submission Directions

FIRST contact us at rcpsfgrants@gmail.com. We can briefly discuss your project with you and let you know prior to completing this application whether it is possible your project could receive funding.

Applicant: Email this entire application as a .doc or .pdf (without part II completed) to rcpsfgrants@gmail.com

Principal: Submit one complete hard copy (all pages) with your signature to RCPS superintendent.

Submission Deadlines: ROLLING

PART I: PROPOSAL BASICS (applicant completes)

Proposal Title: _____

Applicant's Name:_____ Date: _____

School(s) Name: _____

Email Address:_____ Phone: _____

Begin and End Dates of Project: _____

Total RCPSF Funds Requested: _____Number of Students Benefiting:_____

PART II: SCHOOL REVIEW & SIGNATURES (administrators complete)

1. Applicant's school principal:

    a. Does this proposal support division initiatives of … (circle)

Project Based Learning? Yes No	Writing Across the Curriculum? Yes No
STEM/STEAM? Yes No	Other school-based priorities? Yes No

       Principal 's Comments:

    b. Is there money in your school's budget to fund (or assist with funding) this request?   Yes No

    Are there any additional funding resources, like PTA or grants, to help defray costs?   Yes No

       If yes to either or both questions, please explain:

    Principal's Signature_____Date _____

2. Director of Technology at Central Office (*only if request includes purchase of technology and/or software*)

    Director of Technology's Signature: _____Date_____

3. Superintendent's Office

    Superintendent's Signature:_____ Date_____

PART III: PROPOSAL DESCRIPTION

Directions: Give us a clear sense of your project or request by answering each question in a couple of sentences or bullet points. Your answers should give us sufficient understanding of your proposal to evaluate it accurately and fairly. Please type your replies directly beneath each respective question.

A. SUMMARY
Please provide a brief, **one**-paragraph overview of your project/request that the Foundation may use for public communication should we be able to fund your request.

B. PROPOSAL DETAILS (short answer)

1. What are the big-picture goals and the specific objectives of your project/request?
2. Why is this project/request important or needed?
3. Who will directly benefit from this project (students, teachers, grade level, number of students)? Who will benefit indirectly?
4. Is this a one-time event/activity or will there be future impacts from this year's project also? If so, explain.
5. Do you anticipate requesting additional (future) funding from the Foundation for this project? If so, explain. Note: *The Foundation makes no guarantee of future funding with any approved project.*
6. Does your project connect with or engage the community beyond your school? If so, how?
7. Is there any other important information we should know about your project? If so, what is it?

C. TIMELINES, MILESTONES, & PARTNERS

1. What major actions or steps are part of your project/request? List (or bullet) in sequence with estimated dates.
2. What outcomes or products will occur as a result of this project/request?
3. Are there other parties involved in your project/request? If so, who are they and how are they contributing?

D. EVALUATION

1. What does success look like for your project/request and how will you know if you have achieved it?
2. What type of data will you collect to measure the success of your project? How will you collect it?

PART IV: BUDGET
Directions: Please provide a detailed proposed budget that includes the following. *Note: You may attach this budget as a separate document (e.g. excel) or type it within this document: whichever is simpler*.
- Cost of all project items on a unit basis (can include name of supplier and shipping)
- Brief explanation of items as needed
- Cash or in-kind match from other funders (if any)
- Total cash request from RCPSF

Example:

30 magnifying glasses @ $10.57 ea. for science investigation (Amazon) = $317.10 + $10.00 shipping.

30 admission tickets @ $12 ea. to Discovery Park = $360.00

TOTAL PROJECT COST: $687.10

PTA MATCH: $80.00

REQUEST FROM RCPSF: $607.10

PART V: EXPECTATIONS

Directions: Review and <u>initialize</u> each expectation below. Then <u>sign or type</u> your name and date at the end.

As a potential Foundation grantee, I affirm that:
- **I have read, understand, and agree to abide by the following RCPSF policies.**
- **I have discussed the following expectations with my school administrator.**

PAYMENTS
Since Fall 2019, the Foundation has adopted a simplified funding mechanism. The Foundation <u>will reimburse your school in a single payment upon receipt of your final report</u>. Grantees are responsible for tracking all project expenses in collaboration with their school's bookkeeper. Expenditures must stay within your overall budget and align with the following understandings:

_____My school will pay guest speakers/performances scheduled for an event <u>after</u> the event occurs. If through no fault of my own, the guest(s) cannot or does not fulfill the agreement, a provision will have been made in advance, that no payment is required.

_____I have confirmed with vendors that money paid in advance for student travel (if any) will be 100% refunded to the school if, through no fault of my own, the event cannot take place as scheduled. *An example is canceling school due to weather conditions.*

_____I understand the Foundation will reimburse my school only for expenses approved for my <u>project's specific budget and time period</u> and that total payments will not exceed the amount originally awarded.

_____My school will retain **all receipts** for grant-funded items, and I will submit these receipts as part of my brief, **final report**, <u>due within 30 days after the end date of my project.</u>

PHOTOS FOR PUBLICITY
_____I will share with RCSPF <u>at least three (3) high-quality action photos of my project with descriptive captions</u>. Jpegs may be sent directly to rcpsfgrants@gmail.com

_____ I affirm any students appearing in the photos have standard school photo releases on file. I will include names of easily identified students for possible inclusion in the newspaper or other venues. I understand the Foundation may use these photos for promotional purposes <u>and that timely submission of the photos is essential (preferably during the project).</u>

FINAL REPORT
_____I will prepare and send a one-page final report along with financial accounting to the Foundation's Allocation Committee (rcpsfgrants@gmail.com) within 30 days of my project's end date. Failure to do so may complicate my school's ability to receive future grants with the Foundation. <u>Note</u>: The Foundation will send the final report form to those who receive a grant.

Applicant's signature_____Date: _____

Thank you for your creativity, imagination, and diligence!
Please feel free to contact the Foundation's Allocations Committee (rcpsfgrants@gmail.com)
with questions or suggestions about the grant process.

We truly appreciate your efforts on behalf of our educational community!