



Mini Grant Application Guidelines

MISSION STATEMENT

The mission of the Foundation is to raise funds to support the highest level of educational innovation supporting students, faculty and staff of the public elementary, middle and high schools comprising the Owen J. Roberts School District.

APPLICATION INSTRUCTIONS

Owen J. Roberts Education Foundation is pleased to offer grants in amounts up to \$1,000 to teachers for projects that fulfill our mission. Larger amounts will be considered for proposals.

WHO MAY APPLY?

Certified Teachers and Administrators of the School District are eligible to apply for grants.

WHAT PROJECTS ARE ELIGIBLE?

- ✓ All projects that fulfill our mission and are approved by the building principal.
- ✓ Projects that are innovative in nature and represent a fundamental advance in the manner in which curriculum is taught are most welcome.
- ✓ At the conclusion of their project, recipients of grants are expected to submit a report describing project results to the Foundation.
- ✓ Grant recipients also may be asked to present their project results at school district meetings.
- ✓ Grant funds may be used for educational materials and supplies, computer hardware and/or software, scientific or mathematical equipment, printing expenses, periodical or internet subscriptions, field trips, and other uses as part of innovative educational initiatives.
- ✓ Any equipment purchased through this grant becomes the property of the educational institution for which you work at the time of the grant application.
- ✓ Grant requests may be partially or wholly funded.

*Grant requests for salaries, teacher stipends or transportation will not be honored.



IN ADDITION TO FULFILLING THE OJREF MISSION, PROPOSED PROJECTS SHOULD:

- ✓ Provide a significant and defined benefit to the target beneficiaries;
- ✓ Represent a new (or the rethinking of an existing) educational initiative;
- ✓ Have potential for replication or dissemination among teachers and/or schools;
- ✓ Be directly related to the PA Academic Standards;
- ✓ Be outside the normal budget or planning considerations;
- ✓ Projects might also explore use and integration of new technologies, expand student experiential learning opportunities and/or engage families and/or communities in education.

HOW DO I APPLY?

Mini Grant applications for projects to be implemented during the '11-'12 school year will be due by date TBD. To expedite the approval of your application, be sure to include all of the requested information. Grant awards will be announced at a date TBD.

PLEASE NOTE: Final project evaluation and cost documentation must be submitted no later than **June 1, 2012**. Project evaluations should include pictures and/or documentation of student activities.

QUESTIONS?

Call Dr. Kathy Soeder, OJR Education Foundation Grant Coordinator at (610) 469-5589

MAIL APPLICATIONS TO:

Owen J. Roberts Education Foundation
901 Ridge Road
Pottstown, PA 19465
Attention: Allocation Committee



Mini Grant Application

COVER SHEET

Name of Applicant(s): _____

CONTACT INFORMATION

School: _____

Grade(s) and/or Subject(s) Taught: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Daytime _____ Evening: _____

Email Address: _____ Fax: _____

Title of Proposed Project: _____

Purpose of the Grant: (one sentence)

Requested Grant Amount: \$ _____

Teacher Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ Disposition: _____ Date: _____



Mini Grant Application

PROPOSAL NARRATIVE:

Describe the project, including its benefits, goals, target beneficiaries and how it relates to the PA Academic Standards in accordance with the criteria previously set forth. Be sure to provide a timeline for implementation and to explain how you will evaluate the project's success.

Please include the projected submission date for the project evaluation.

Provide a brief summary of relevant background experiences that will contribute to the success of the proposal.



Mini Grant Application

PROJECT BUDGET:

Be specific about the funds you are requesting and your preferred funding schedule. If you will be purchasing equipment or software, be sure to check with your school's technical staff to verify that all technical requirements have been met. If equipment is requested please note the current availability of that equipment in your building.

All expenses should be documented in the final project evaluation.

Equipment or intellectual property acquired thru the grant shall be the property of the Owen J. Roberts School District.