



Owen J. Roberts Education Foundation **Classroom Grant Application Guidelines**

Mission Statement:

"The Owen J. Roberts Education Foundation (OJREF) is dedicated to mobilizing and enhancing opportunities to promote educational excellence so that the community may better experience the fulfillment of learning at every age."

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.
- ◆ 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.

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 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?

Classroom Grant applications should be completed and sent to the Owen J. Roberts Education Foundation's Allocation Committee. Classroom Grants will be awarded twice each school year; once in the fall and the spring. **Fall** applications must be **received by October 15th**; **Spring** applications **by February 15th**. To expedite the approval of your application, be sure to include all of the requested information.

Please note: Final project evaluation and cost documentation must be submitted no later than **June 15th**.

Questions? Call Mrs. Dixie Paruch at (610) 469-5724

Mail applications to:

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

Owen J Roberts Education Foundation Classroom 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: _____

Owen J Roberts Education Foundation Classroom Grant Application

Proposal Narrative:

Describe the project, including its benefits, goals and target beneficiaries 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.

Owen J Roberts Education Foundation Classroom 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.