

# GRANT GUIDELINES

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The Oak Ridge Public Schools Education Foundation awards grants to the Oak Ridge Public Schools to enrich student learning, encourage professional development, and enhance innovative technological and instructional programs to set the standard of excellence in public education.

## **WHO MAY APPLY:**

Teachers, administrative staff, student groups (via staff sponsor). Individual students may not apply for grants.

## **GRANTS MAY BE MADE FOR:**

Educational programming, equipment, facilities, travel, conferences, that have a particularly intuitive use of technology or other purposes that might be approved by the Foundation.

ORPSEF is awarding \$50,000 in grants for the 2008 school year.

## **DEADLINE:**

Grant proposals are due to Donna Farmer, Oak Ridge Teachers Center, on **March 28, 2008**.

## **INFORMATION REQUIRED FOR A PROPOSAL:**

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**COVER LETTER:** Please provide a brief cover letter which includes the school's name, address and phone number and also the name and contact number for the person administering the program. Briefly state the purpose of the program/project, the amount of money requested, and when it is needed. The letter should be signed by the person initiating the proposal and the principal of the school where the program will be implemented. A letter for a grant proposal benefiting the school district in general should be signed by the superintendent of schools.

**PROPOSAL:** Enclose a 1-2 page proposal including the following information:

1. Name of applicant, school and /or department, the title and total cost of the project, grade level served, number of students served, primary subject area.
2. A description of the proposed program/project – Describe the need the project will address, the project's goals, who will it serve, number of students/teachers it will affect. How will this project be shared or used by other students and teachers? If the funding is to enhance or supplement an ongoing project, briefly describe the results of the project to date.
3. Funding for the program: explain specifically how a grant from ORPSEF will be used. Indicate if there are other funding sources for a portion of the project or if other funding sources are being solicited for support. Also indicate if your project can benefit from partial funding if full funding is not available.
4. Evaluation: Explain how you will measure the success of the proposed project.
5. Budget: Include a proposed budget detailing the project's overall expenses, itemizing the portion requested from ORPSEF.

All grant recipients are required to submit a brief evaluation report upon completion of the project. This may be a letter describing the outcome of the project and impact on the school, students, staff, program etc. For equipment purchases, please include the invoice. Funds must be spent by the end of the school year following the award date. Funds may only be carried over with the express written approval of the Foundation. Funds may only be used for the purposes stated in the grant proposal. All unused funds must

be returned to the Oak Ridge Public Schools Education Foundation. In addition to the guidelines of the Foundation, all applicants must follow the grant guidelines established by the Oak Ridge School District.