



## **Funding Guidelines and Grant Procedures**

### **Our Mission**

The Rumson Education Foundation is dedicated to enhancing the educational experience of all Deane-Porter and Forrestdale School students. Through community fundraising and an annual collaborative grant making process, the REF provides funding for innovative projects, initiatives and equipment that enrich the curriculum and the learning environment within the Rumson School District.

### **Grant Eligibility**

Teachers, administrators, staff members and individual members of the community are eligible to apply for grants from the REF.

### **Grant Criteria and Considerations**

The REF has proudly funded grants that have met some or all of the following criteria:

- Grants that enhance the existing academic program, curriculum, guidance or counseling functions, and District staff development;
- Grants that will enrich, not duplicate or replace, the current curriculum and educational structure of the District;
- Grants that reflect the strategic vision and goals of the District;
- Grants that impact a broad number of students and have lasting or sustainable educational value;
- Grants that are innovative and creative in teaching and/or learning tied to curriculum;
- Grants whose results can be evaluated by some measure of quality and can be expanded and replicated if successful.



**The REF has traditionally not funded the following types of grants:**

- Grants that replace or relieve existing responsibility for public funding of school programs;
- Grants that fund teacher stipends or substitute teacher fees;
- Grants that require costs associated with District capital expenditures and instructional materials typically funded by state budgets;
- Grants that fund food or standard consumable classroom supplies;
- Grants that fund transportation;
- Grants that fund one-time speakers, assemblies, performances or presentations;
- Grants that fund non-specific expenses. Please use the budget worksheet within the application to clearly define and list budget items.
- Grants that require ongoing costs or maintenance.

The above funding guidelines, procedures and requirements represent the guiding principles of the REF. Under various circumstances, the Board of Directors may choose to provide or not provide funding which may differ from the terms of these guidelines.

REF welcomes inquiries prior to writing grant applications to discuss viability of projects. Please contact the REF President with any questions or concerns:

Curran Scoble - Email: [president@rumsonedfoundation.org](mailto:president@rumsonedfoundation.org) Phone: (917) 232-8031



### **Grant Application Process**

- Grant applications are accepted from February 1st, 2019 through March 8th, 2019. Applications received after March 8th, 2019, will be returned to the applicant and they may be resubmitted in the following year for competitive review.
- Grant application forms can be downloaded from the “Grants” tab at the top of the REF website ([www.RumsonEducationFoundation.org](http://www.RumsonEducationFoundation.org)).
- Accompanying documentation must be attached to the application. This may include, but is not limited to, catalog/webpages of materials to be purchased and current educational research relating to the project.
- Required signatures must be completed on all applications.
- **Technology:** Grant applicants should obtain technology related budgetary numbers from Louis Pelissier, District IT Manager ([lpelissier@rumsonschool.org](mailto:lpelissier@rumsonschool.org)). Some equipment may be required to be purchased through the District Technology Department.
- Completed applications can be submitted to the “Submit Grant Application” tab at the top of the REF Grants Application Information website page: (<http://www.rumsonedfoundation.org/ref-grant-application-information-page>).



### **Grant Review Process**

- Completed applications will be acknowledged through email and will be assigned a unique Grant Number.
- Each grant will be reviewed by the Board of Directors with input from Dr. Bormann. Only the REF can grant or deny an application.
- Applicants will be notified if the Board of Directors need clarification or additional details about any aspect of the proposed project. Once an application has been submitted, communication will be limited to the acknowledgement and this request, if applicable.
- Applicants will be notified by email from the Board of Directors if their grant application was accepted or denied by May 1st, 2019.
- Please note that the amount of the grant cannot be changed once it has been approved.
- Please keep in mind that not all applications can be approved. REF strives to grant as many quality applications as possible each year, but operates on the financial generosity of the community and a limited funding budget.

*Thank you!*