



PO Box 3 Stone Ridge New York 12484-0003

info@rvefoundation.org

www.rvefoundation.org

Classroom and Foundation Grant Program Protocol

1. PURPOSE and ELIGIBILITY:

Classroom Grant:

The purpose of this program is to provide classroom mini-grants **up to \$750** that will support innovative programs and/or the purchase of project materials and supplies for classroom activities the District budget is unable to fund. **You must request funding from the district/school before applying to the RVEF and attach proof.** (This grant cannot cover staff salaries, stipends or professional development.)

ELIGIBILITY – Teachers and/or support staff in the Rondout Valley Central School District.

Foundation Grant:

The purpose of this fund is to provide grants of **up to \$3,000** to support initiatives inside or outside the classroom that will fulfill the mission of the RVEF to enhance educational opportunities for the children of the Rondout Valley Central School District. If applicable, **you must request funding from the district/school before applying to the RVEF and attach proof.** (This grant cannot cover staff salaries, stipends, or professional development.)

*For field trip requests, first apply to the Community Foundations of the Hudson Valley (CFHV) (<https://communityfoundationshv.org>) for their field trip funding. Please apply to the RVEF if there is still a need for supplemental funding and include your grant determination from the CFHV.

ELIGIBILITY: Students and staff of Rondout Valley Central School District (RVCS), educational service providers working with RVCS students including Universal Pre-K program affiliates, and other community-based organizations that benefit the youth of the region.

2. APPLICATION PROCEDURES – Complete the RVEF Application Form and email to: grants@rvefoundation.org or mail to RVEF, Inc., PO Box 3, Stone Ridge NY 12484, at least 60 days prior to when the funds are needed. If you have questions prior to submitting your application, we encourage you to contact the Foundation for assistance at grants@rvefoundation.org. **[Late submissions may affect our ability to approve requests.]**

3. REVIEW AND SELECTION PROCESS – All applications will be reviewed by the Foundation's grant committee utilizing a rubric to assess each grant application. The following are some of the criteria considered in evaluating the project proposal:

- (a) how the project/program will enhance educational opportunities;
- (b) that grant budget items are not covered by current school/organizational budget;
- (c) the number of students/children/youth that will benefit;
- (d) how practical, realistic, and innovative is the project.

4. FINANCIAL PROCEDURES*–

The following procedures apply to grants on a case-by-case basis.

- (a) If requesting equipment/materials/supplies, please seek prices from more than one business and attach quote. (The grant committee can facilitate a tax-exempt purchase through our Amazon account as needed).
- (b) If the District’s purchase order process is cost- beneficial to your project, please note this on your application (RVCS D only).
- (c) Invoices are needed from the vendor being paid.
- (d) If you are paying and expecting reimbursement, we need proof of purchase.
- (e) Please remember the Foundation is sales tax-exempt and we can provide our tax-exempt certificate. We cannot reimburse sales tax.
- (f) Unused funds will be returned to the RVEF. Action will be taken to recover funds if terms of contract agreement are violated.

5.FINAL GRANT REPORT – Within 45 days following completion of the project, you must submit the final grant report. You may be invited to present your report at a Foundation and/or Board of Education meeting. The report will include:

- 1. A description of the project and how it enhanced educational opportunities for students;
- 2. The project evaluation;
- 3. A full account of fund expenditures with documentation. Unused funds will be returned to the Foundation within 45 days of receipt of the final report.
- 4. Pictures, videos, and/or testimonials from participants for promotional use by the RVEF.

6.RECOGNITION OF RECIPIENT OF THE GRANT – The Foundation will notify the recipient(s) of the grant(s), within 60 days from the date received. The Foundation may release the names of the grant recipient(s) through the local media, the RVCS D and/or any Foundation publications. Grants awarded may be announced at a meeting of the Board of Education. All grant recipients will include in their project/program announcements (ads, publications, media etc.) the phrase “This project/program was funded in part by the Rondout Valley Education Foundation, a 501(c)(3) charitable organization.”

Grants are accepted on a rolling basis and will be reviewed at monthly board meetings. I have reviewed and understand the RVEF Grant Protocol.

Signature _____ Date _____



enhancing education

• offering opportunity

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RVEF Grant Application

DATE:

GRANT # (RVEF Assigned):

I. PROJECT TITLE:

A. Proposal Abstract: Please give a one to two sentence summary of the project.

B. Timeline: Please include starting date and ending date (including year) or if the project will be ongoing.

C. Target Population and Numbers Served: Please describe: 1) the population this project will benefit including grade, age, number, and 2) if the project will have a one-time benefit (e.g. trip) or benefit students for multiple years (e.g. equipment purchase).

D. Project Description: Please fully explain the project's logistics (type of activities), why you are conducting the project, and the expected outcomes/benefits. Make sure to address either how the project ties to the curriculum and/or describe its educational enhancement components. If you are a community-based organization, explain how it benefits and enhances the youth of the community.

E. Special Needs Considerations: Please explain if any children/youth with disabilities or special needs are included in the target population and any special accommodations that will be taken in order for them to fully participate.

F. Project Evaluation: Please identify how and by whom the project will be evaluated to determine degree of success relative to expected outcomes.

School/organization email:

Best phone number to reach you at:

V. Project Certification:

By affixing my signature, I certify the following:

1. All the information contained in this application is true and correct.
2. Within 45 days following project completion, I will submit a final report which will include a project description; the project evaluation; a full accounting of fund expenditures with documentation; pictures and/or videos (if appropriate), and if applicable, a plan for continued project implementation and funding source.
3. I have reviewed this proposal with the Building Principal per protocol (for RVCSD staff), or with my immediate superior (e.g. Board President of a non-profit or advisor of a student).

Applicant's Name

Signature

Date

Principal/Supervisor/Etc. Name

Signature

Date

By signing above, the applicant agrees that with the acceptance of any grant from the RVEF, the RVEF reserves the right, unless prohibited by law, to publish your name, picture, voice, likeness, and/or biographical information for promotional purposes without additional compensation and without additional consent.

***By signing above**, the applicant agrees that with the acceptance of any grant from the RVEF you agree to name the RVEF as a supporter of your project by stating on any correspondence, advertising, PR, etc. the following statement: "This project was made possible by funds supplied by the Rondout Valley Education Foundation, a 501 (c)(3)entity." The RVEF reserves the right, unless prohibited by law, to publish your name, picture, voice, likeness, and/or biographical information for promotional purposes without additional compensation and/or additional consent.

Submit your completed application by email to: grants@rvefoundation.org (PREFERRED) Or mail completed application to: The Rondout Valley Education Foundation. Inc. PO Box 3, Stone Ridge, NY 12484.

Address questions to: grants@rvefoundation.org Attn: Grant Help
(It is suggested that you make a copy of your completed application for your records)