

## Grant Guidelines and Procedures

The Foundation makes 4 types of grants to enhance education in the Ridgewood Public Schools:

1. **Leadership Gifts**, i.e., The RHS Learning Commons The Foundation provides early funding through a grant for major academic initiatives in the schools that serve to elevate the district as a whole. What this means: we will make early, significant donations to a big idea that will positively impact the district as a whole. This includes capital improvement type projects, but not roofs and air conditioning. Pre-requisite: The District administration and Board of Education must endorse and be committed to the project.
2. **Major Funding Initiatives:** i.e., ChromeBooks/1:1 The Foundation provides grant funding for major academic initiatives that have a broad reach in their scope. What this means: We work with the District Administration and Board of Education to provide funding for academic initiatives that can be accelerated in their rollout or expanded upon through our grant. These grants are tied to curriculum and are designed to positively impact a grade level district-wide, a school, the whole district. Rarely, if ever, would this be for a single classroom program.
3. **Grants to the Schools:** i.e., Teen Leads, 3-D Printer for RHS Physics, Yoga program for RISE. What this means: We accept applications for grants from teachers and principals for forward looking, classroom, grade level or school wide, 21st century learning initiatives that enhance the curriculum and for which there is no other funding source (i.e., above and beyond the budget, no HSA funding). The Assistant Superintendent for Curriculum, Assessment and Instruction and the Technology Manager (if the application involves a technology purchase) must approve these applications.
4. **Community-wide education-oriented Programs:** i.e., Super Science Saturday, Reel Voices Film Festival (Ridgewood Public Library), College Speaker Series at RHS (RHS HSA and RHS Guidance Department). What this means: The Foundation sponsors programs that are available to the community that are educational in nature and bring the community together to learn. These are long-standing, legacy type relationships with different community organizations.

### **Application Guidelines:**

1. Applications will be voted on at The Foundation Board of Trustees meetings in October and March. All applications must be received by October 1 or March 1 in order to be voted on at those meetings.
2. Completed applications must be **scanned** and emailed to [refinfo@ridgewood.k12.nj.us](mailto:refinfo@ridgewood.k12.nj.us). Incomplete applications or applications not received via email will be returned.
3. Applicants will receive an email response acknowledging receipt of the application. If you do not get an email response, please follow up to ensure that we received your application.
4. Applicants may be required to present their application to the Trustees.
5. Applicants will be notified of the Trustees' decision within one week of the vote. Not all applications will be approved and the Trustees' decision is final.
6. Contact [refinfo@ridgewood.k12.nj.us](mailto:refinfo@ridgewood.k12.nj.us) with any questions.

### **Procedure for Approved Grants:**

1. All grants awarded to the Ridgewood Public Schools will be presented to the Ridgewood Board of Education. Funds will be available through the district financial office within 10 working days of approval.
2. The grant applicant must work with The Foundation Communications Committee to announce receipt of the grant. Program publicity must include the following; "This program is made possible by a generous grant from The Foundation."
3. Provide photographs of the project that may be used in local media, school publications and other media.
4. Funds must be spent within 12 months of receipt. Remaining funds must be returned to The Foundation.
5. Materials purchased as part of the grant are property of the Ridgewood Public School District and must be purchased through the Ridgewood schools purchasing process.



Budget Details:

*Detailed Budget:*

If this grant requires on-going costs, explain how they will be funded:

Are funds being allocated from other sources?

Yes  No If Yes, provide details:

Did you seek funding from your HSA?

Yes  No What was their response?

Did you seek funding from your school principal?

Yes  No What was their response?

Signatures:

I have completed the application in full and have obtained all necessary signatures prior to scanning and submitting the application:

1. Applicant/Date:

\_\_\_\_\_ / \_\_\_\_\_

2. School Principal/Date: By signing this grant, principal acknowledges they are able to sustain this grant if approved.

\_\_\_\_\_ / \_\_\_\_\_

Principal Comments: Anything the Trustees should consider?

3. Assistant Superintendent for Curriculum, Instruction and Assessment/Date

\_\_\_\_\_ / \_\_\_\_\_

Assistant Superintendent Comments: Anything the Trustees should consider?



4. Does this project include the purchase of technology? If yes, IT Manager must sign.

Yes  No If, yes, IT Manager must sign.

IT Manager/Date

\_\_\_\_\_ / \_\_\_\_\_

IT Manager Comments: Anything the Trustees should consider?