

Radnor Educational Foundation

Grant Application Guidelines for 2010/11

Eligibility

The Radnor Educational Foundation funds many types of projects that are consistent with our mission *to secure and provide funding and support to enrich the educational experience, maintain academic excellence and encourage innovative opportunities for the students of the Radnor Township School District*. We strive to equitably reach all grade levels at the five schools within RTSD.

As a frame of reference, typical grant awards range from \$500 to \$ 3,000 for a single year of funding. On occasion, the Foundation approves larger grants for special initiatives. If requested, the Foundation sometimes will grant a second year of funding for a pilot project. Renewal projects may only be rewarded up to two years.

To determine if a project is suitable, we request that a grant-seeker discuss his or her proposal with the appropriate building administrators, a member of the Radnor Educational Foundation grants committee and any relevant parent organization(s) before submitting a proposal. **Note:** Projects must enhance the standards-based curriculum as guided by RTSD and the PA Department of Education(PDE) and if appropriate, embed technology in programming. The Foundation is strongly committed to a cooperative approach to determining the funding for innovative projects.

Costs that Radnor Educational Foundation does not fund include but are not limited to the following:

1. Staff development.
2. Items or services that are regularly part of the school's budget.
3. Compensation to Radnor school personnel for the time they may spend on a project.
4. Improvements to the basic physical plants.
5. Ongoing operating support for what has been a pilot project.
6. Individual Scholarships.

Evaluation Criteria

Grant funding will be based on consideration of the following criteria (*not necessarily listed in the order of importance*).

1. **Project Excellence** – Creativity, enhancement of the education experience and innovative programming.
2. **Project Impact** – Impact on students, scope of dollars spent vs. intensity of impact; involvement of school community; meeting an unmet need in the school or district. (Note that the number of students affected may not be as important as the significance of the program's impact on the students who will be taking part.)
3. **Sustainability and/or replicability** – Has consideration been given to the potential for the project's future?
4. **Appropriateness of Budget Costs** – Are costs commensurate with potential for excellence and impact?
5. **Capacity to effectively implement and report on grant** – Have project implementation, documentation and reporting been adequately addressed?

Application Process

The Grants Committee accepts applications twice a year for consideration. For 2009/10, the relevant dates are as follows:

Timeline

LOI due	Proposal due	Grant Meeting	Notification	Report
10/01/10	10/29/10	11/11/10	11/30/10	06/30/11
03/01/11	03/31/11	04/28/11	04/29/11	06/30/12

(Please note that these dates may be subject to change.)

The grant procedures are as follows:

1. **Letter of inquiry (LOI).** Applicant submits an LOI that briefly summarizes both the project and its budget. This is reviewed by the Radnor Educational Foundation (REF) executive director and grants chairperson, who will notify the applicant whether or not to submit a full proposal. Please use the LOI form which can be downloaded from our website.
2. **Full application.** Upon invitation, applicant submits a completed application and detailed budget, in accordance with the timeline noted above, before a scheduled grants committee meeting (4 below). The full application can be downloaded from our website.
3. **Proposal review.** A grants committee member is assigned to facilitate the grant review process on behalf of the applicant. Each applicant will be contacted by the facilitator prior to the committee meeting to address any issues of intent, procedure, scope or budget raised by the facilitator or other committee members. This procedure ensures that the facilitator is in the best possible position to present the proposal to REF.
4. **Grants committee meeting.** The grant applicant does not attend these meetings. Rather, the applicant is represented by the facilitator. The committee considers each proposal, using the criteria below, and votes on its merits, making the decision whether to approve, approve with revisions, or deny funding at this time. Frequently, the committee will recommend some revisions to the scope and/or details of a project.
5. **Notification.** Applicants are notified within one month of submitting proposals.
6. **Reporting.** All approved projects must be documented and a brief final narrative and financial report must be submitted by the end of the school year in which the report was carried out. Guidelines for reporting are found on our website.
7. **Grant Requirements.**
 - The Foundation asks that grant recipients acknowledge the Radnor Educational Foundation in any written or printed publicity and agree that any products developed through a grant award will be the property of the Foundation.
 - Grantees are required to submit a summary report with photos and budget at the conclusion of the grant and no later than June 30th. Failure to send in reports will jeopardize future funding and applications. A Grant Agreement will be sent to successful applicants detailing these requirements.
 - Grantees are required to send to families of students involved with the project a letter requesting program feedback and support of REF.

Please contact any member of the grants committee with any questions:

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ALL GUIDELINES AND FORMS ARE AVAILABLE ONLINE AT:

www.radnoreducationalfoundation.org