

Russell Education Endowment Foundation Grant Application

(For Office Use Only)

Grant Number _____ Approved _____ Amount \$ _____ Denied _____

Grant Application Rules:

Note that some of the Rules and Guidelines have changed. Please read carefully!

- Grants can be used for any grade level within the Russell School District during the school year awarded. Grants that are innovative and outside the regular classroom curriculum will be given priority. Recipients MAY NOT deduct grant funds as a non-reimbursed classroom expense on the recipient's personal income tax return.
- Applicants must be employed by the Russell Independent School District.
- Each application must be signed by applicant's immediate supervisor.
- Projects should be completed by the end of the school year that the grant was awarded. The REEF Board MUST BE contacted and approval from the board must be obtained for any date after the school year has ended.
- By submitting this application, the applicant AGREES that REEF has permission to share the information contained in this application. When discussing the project with the news media, mention that it was funded in whole or in part by REEF.
- Funding cannot be used for the following items:
 - Classroom equipment not directly related to the project.
 - Transportation, food, lodging, attending conferences, or teacher/parent/instructor stipends.
 - Professional development or after school hours related activities.
 - iTunes cards, eBooks or gift certificates.
 - Personal equipment to be used by the teacher only.
 - Internet or other licensing fees, website fees, magazine or newspaper purchases and/or subscriptions or other subscriptions or renewals
- The following list of technology items are allowable:
 - Casio HDMI LED Bulbless Projector
 - Chrome Book & case
 - Apple TV (1st Generation)
- Any technology items not listed above will be considered, but the school district will not be responsible for maintenance or support. REEF prefers to fund technology grants that receive ongoing support from the school district.
- Application deadline is April 16, 2018. The application must be postmarked April 16, 2018. No exceptions.

Please mail your grant to: REEF GRANT COMMITTEE
P.O. Box 101
RUSSELL, KY. 41169

- All Grants are approved at the sole discretion of the REEF Grant Committee.
- If approved, all purchase orders must be submitted to immediate supervisor by June 30, 2018.
- If approved, all grant summaries (sent with approval letter) must be mailed to the grant committee before the close of the school year of the grant award.
- Please contact Amanda Bowling or Heather Pack with any questions or concerns.
Amanda Bowling Heather Pack
606-922-7746 606-571-0000

Applicant's Information:

Grant Applicant's Name & Contact Person

Grant Co-Applicant

Home Address, Street, City, State, Zip

Home Address, Street, City, State, Zip

Home Phone/Cell Phone

Home Phone/Cell Phone

E-Mail

E-Mail

Position/Grade(s) taught

Position/Grade(s) taught

Signature of Immediate Supervisor/or Principal:

Name of School

School Phone

School Address

Please list below any teachers, other than (applicant/co-applicant), who are participating in the project.

Name, Address, Position/Grade(s) Taught

Name, Address, Position/Grade(s) Taught

GRANT APPLICATION GUIDELINES

**All applicants must be actively involved in executing the grant.
(Do not write on the Back of Application)**

Project Number _____ (For Office Use Only)

Please TYPE and ATTACH the description of your grant to this page using the following guidelines.

1. Title of the project and a one-paragraph description of the project.
2. Describe the goal of the project.
3. Describe the need for the project.
4. Describe the student benefits of the project.
5. Total Cost of the Project
 - a. Amount requested from REEF (typically grants will not exceed \$1,000, approval of any amount in excess of \$1,000 is at the discretion of the Grant Committee)
 - b. Funding Source of the Balance (if applicable and if additional funding is not approved)
6. Give a Time Schedule of the events included in your project, include whether this will be implemented in future years.
7. Include the number of students participating in your project.
8. In a paragraph, describe how the success of your project will be measured.
9. List in detail the description and amount of expenditures that you have requested from REEF. (Please use Black or Blue Ink when filling in the chart).

| | ITEM | AMOUNT |
|-----|--------------|--------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| | TOTAL | |