



## **Teacher Grants Program Application Requirements**

**DUE DATE: February 15, 2019 at 4:30pm**

One paper copy of your application with original signatures plus four copies must be sent to or dropped off with Katy Core at Central Office.

The application should consist of the following key elements and should not exceed a total of six pages.

- 1. Cover Page**
- 2. Project Objectives** (not to exceed 1 page)
- 3. Project Outcomes & Measures** (not to exceed 1 page)
- 4. Project Timeline** (not to exceed 1 page)
- 5. Itemized Proposed Budget**
  - a. Please include any shipping costs in the total item amount.
  - b. Budget may not exceed \$1000.
- 6. Principal Approval Page**

[Click Here for Electronic Application](#) (paper copies still required)



**Teacher Grants Program Application Cover Page**

**Applicant Name(s):** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Grade Level/Subject or Club/Sport:** \_\_\_\_\_

**Estimated Number of Students Served:** \_\_\_\_\_

**Proposed Project Title:** \_\_\_\_\_

**Proposed Project Description:**

(approximately 200 words)

**Requested Grant Amount:** \_\_\_\_\_



**Proposed Project Objectives:**

*(Please consider impact and engagement for students as well as how this project will meet district/school objectives. 1 page max)*



**Proposed Project Outcomes and Measures:**

*(Describe how the success of this project will be measured. 1 page max)*

A large, empty rectangular box with a thin black border, intended for the user to describe the project's success metrics.



**Proposed Project Timeline:**

*(Consider how the project will be introduced, implemented, and shared. 1 page max)*

A large, empty rectangular box with a thin black border, intended for the user to write their proposed project timeline.

# Teacher Grants Program Proposed Budget



Grant Title: \_\_\_\_\_

	Item/Service	Website or Store Where Item Can Be Purchased	Unit Cost	# of Items	Total Cost
1			\$		\$
2			\$		\$
3			\$		\$
4			\$		\$
5			\$		\$
6			\$		\$
7			\$		\$
8			\$		\$
9			\$		\$
10			\$		\$
11			\$		\$
12			\$		\$
13			\$		\$
14			\$		\$
15			\$		\$

Total Cost \$ \_\_\_\_\_



**Teacher Grants Program Principal Approval Page**

**Grant Title:** \_\_\_\_\_

**Teacher(s):** \_\_\_\_\_

**School:** \_\_\_\_\_

**Number of Students Impacted:** \_\_\_\_\_

**School Improvement Goal or Strategic Planning Goal Supported:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I have reviewed this application and certify that this project aligns with our school and/or district strategic plan. I would support the implementation of the proposed grant, if it is awarded.*

**Principal's Signature:** \_\_\_\_\_

**By signing this Teacher Grant Application:**

*I understand that any items purchased with these teacher grant funds belong to Ralston Public Schools. These item(s) are allowed to follow the grant recipient if that recipient is transferred to a school within Ralston Public Schools. If the recipient no longer works for Ralston Public Schools, these items belong to the school where the items were last used. If the teacher grant is a group grant and either teacher changes schools or leaves Ralston Public Schools, the item(s) belong to the school where they were last used.*

*I understand that I am required to maintain records and complete a final report to document the success of this project. I understand that the Teacher Grant final report is due to the Ralston Schools Foundation by May 15, 2019.*

**Teacher's Signature:** \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_



**Teacher Grants Program**  
***Basic Submission Guidelines***

**Teacher Grants will be considered for:**

- Classroom projects that require out-of-the-ordinary supplies, educational speakers, field experiences, collaborative family nights, etc.
- The impact on, and the benefit to, students. Preference may be given to those projects that represent a collaborative effort between teachers.
- A strong tie to the strategic plan of Ralston Public Schools. Projects that work in service to the goals of RPS will be given additional consideration.
- Equity and collaboration. Projects that benefit one or more classrooms within a building or grade level will receive additional points.
- Projects that align with current district policies and procedures.
- The committee reserves the right to make exceptions.

**Teacher Grants will be not be considered for these items unless they directly relate to the project:**

- Food
- Furniture and Storage Items
- iPads, Chromebooks, laptops
- Smartboards
- Teacher stipends
- T-Shirts