



Spring 2024 Teacher Grant Application

Application Deadline: Friday, February 16, 2024

Project Name: : _____



Proposal Review: All applications will be reviewed by a committee of district administration. All classroom grant applications will be reviewed based on the criteria given on the application. All applications must have the approval of the building Principal.

Guidelines for Completing the Application:

The project is appropriate for submission if the following questions can be answered:

- Is the project congruent with the [District's Strategic Plan](#)?
- Can the project be done by the end of the 2023-2024 school year?
- Are the objectives measurable?
- Is spelling and grammar correct?
- If I am applying for funds to purchase technological devices or software, have I contacted the Director of Technology, for accurate budget amounts?
- Does the project follow District Policy?

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 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

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Teacher Grants Program Application Requirements

DUE DATE: Friday, February 16th at 4:30pm

One paper copy must be mailed or dropped off to Ashley Nodgaard at the District Office and a digital copy must be sent to ashley.nodgaard@ralstonschools.org

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

*Please note any items purchased from Amazon will be subject to shipping and handling costs.

- 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.
Any items purchased from Amazon will be subject to shipping costs
 - b. Please include links on electronic application
 - c. Budget may not exceed \$1000.
- 6. Principal Approval Page**



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 project outcomes and measures.



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.

Ralston



Schools Foundation

	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			\$		\$
			7% Sales Tax		
			Shipping		

Total Cost \$ _____

****You must calculate shipping costs and 7% sales tax into your total costs****



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 June 1, 2024.

Teacher's Signature: _____

Teacher's Signature: _____

Teacher's Signature: _____

Teacher's Signature: _____