

Ironia PTO Educational Grant Program 2017-2018

November, 7 2017

Dear Ironia Staff Member,

The Ironia PTO is pleased to once again sponsor our Educational Grant program designed to foster excellence and creativity within our elementary school. Our goal is to fund programs, technology and materials that offer **creative and innovative** approaches to the curriculum in order to benefit as many children as possible.

Applications may be submitted by individual teachers, teaching teams or staff members at any grade level and from any discipline. You may submit up to two grant proposals, as individuals or as teams. The budget for the Ironia PTO Grant Program is \$15,000. **The Grant Committee may decide to fund grant applications in full or partially.** Once approved, the teacher or team will then work with the Committee to purchase select items within the awarded amount.

Please note the following regarding the grants:

- All Grant applicants must be members of the Ironia PTO.
- All technology related grants (software, hardware and online subscriptions) must be priced and reviewed by the technology department by submitting a request to helpdesk@rtnj.org. Please note in your request that you would like the technology department (Mr. Peter Emmel) to price and approve your technology for the PTO Grant Committee. You will then receive an email on whether your technology was approved along with the price. Please attach the email to your grant application. **The PTO Grant Committee will only accept applications for technology that have been approved and priced by the Technology department.**
- Funds cannot be used to purchase curriculum materials that should be purchased through the regular school budget process.
- All grant items awarded remain the property of Ironia Elementary School.

The Committee will evaluate the application with regard to rationalization, best practices, scope, implementation, timeline and budget. Specifically, the committee will be reviewing how well the proposal achieves the intended goal, enhances the classroom, addresses core curriculum content, benefits the students and presents the budget. For further detail see application attached. **Please note that a post implementation review of the project by the applicant will be required.** The results of the evaluation will be instrumental for the Committee to determine best practices and lessons learned for future grant applications. **At this time, the Committee would greatly appreciate it if last year's grant recipients could fill out the post implementation review located on the last page of the application.**

The due date for the attached application and last year's post implementation review is February 9, 2018.

Please send to Rina Conti c/o Ironia PTO Grant Chair via the PTO Mailbox, or via email: rinaconti@gmail.com

Grant awards will be announced at the March staff meeting.

If you have any questions regarding the program, please don't hesitate to contact me. We hope that you will share our enthusiasm for this program and we look forward to your participation.

Sincerely,

Rina Conti

Chairperson – Ironia PTO Grant Committee

Ironia PTO
Educational Grant Application
2017-2018

Deadline: February 9, 2018

Cover Sheet

Grant Title _____ Total Cost: _____

Name _____ Grade/Subject: _____

E-Mail _____ Phone: _____

Are you a member of the Ironia PTO: YES _____ NO _____

Will you accept partial funding of your grant, if necessary? YES _____ NO _____

Do you acknowledge that all grant awards remain the property of Ironia Elementary School?

YES _____ NO _____

Have you applied for grants in the past? YES _____ NO _____

If yes, please list the grant title, year and whether it was approved. Attach a separate sheet if necessary.

Principal Approval: _____

Date: _____

Please attach this sheet to your written application and return to Rina Conti.

Interoffice: Rina Conti c/o Ironia PTO Grant Chair / E-mail: rinaconti@gmail.com

Ironia PTO

Educational Grant Application

2017-2018

Summary

Please write a brief description of what is to be purchased and the final cost calculated in your budget below.

Rationalization

The rationalization should explain why the item is needed by answering the following questions:

- 1) What are the goals or long-range benefits that you hope to achieve from the project?
- 2) What is currently missing from the curriculum or the classroom that this proposal is needed? How will this project fill the void?
- 3) How will this project enhance the existing curriculum or classroom?
- 4) Does this project address the requirements of the core curriculum content standards?

Best Practices

Please describe whether the program has been used elsewhere either in other classrooms at Ironia or in other schools. If so, what were the pros and cons? Please substantiate your findings by providing the source of your information (prior professional experience, colleague's professional experience, website links, documented findings, etc...). Please attach all supporting documents to the application.

If you are the first person to pilot your program please prepare notes that explain your thoughts on the advantages of using this project as well as any obstacles that you anticipate for integrating it into your instructional practices and learning activities. Please include any research or small scale classroom test that has been conducted to substantiate your thoughts.

Scope

Who will benefit from the proposal? Is the intended use for a single classroom? Are the benefits substantial enough for this to be a pilot for other classrooms in the same grade? Can this project be implemented across grades?

Implementation

Please describe in detail how you plan to implement your proposal from both a personnel and equipment perspective. What resources, other than yourself, are needed? Are there other professional or school/district resources (staff, facilities, equipment) needed to help implement the project? If an online subscription is to be purchased, please indicate the length of the subscription in your request to helpdesk@rtnj.org.

Timeline

How long will the proposal or project last? Will it be used every day or over a specific period of time (ex. number of weeks, months, etc..)? Can it be used year after year? Does it require a new grant application every year?

Budget

Please list in detail all costs associated with your proposal such as equipment, additional hardware, materials, supplies, printing, training and shipping and handling costs.

Please be sure to attach supportive documentation including a product/program description and price quotes. It is imperative that you do your research in finding the lowest price possible (where applicable). For example, if there are multiple distributors (Amazon vs. Target) of the same or similar products, please attach at least two price quotes to your application and use the lowest total price in your budget. **For all technology related grants, please attach approval and pricing from the Technology Department (helpdesk@rtnj.org).**