



Classroom Grant Application Guidelines

Mission Statement: *The Owen J. Roberts Education Foundation will secure funds through philanthropic means and engage all members of the community to support educational innovation and the mission of the OJR School District.*

Application:

Each year the OJREF will allocate a portion of their fund balance for Classroom mini-grants. Some of these funds will be a result of Educational Improvement Tax Credit (EITC) donations and will have limited scope of application. Requests should be submitted to the OJREF within the timeframe specified within the Funding Cycle Table below. Applications will be reviewed by the Allocation Committee and submitted to the Board for approval.

FALL CYCLE	Application Submissions: May 1 – Oct. 1, 2023	Applicants notified of decision by Nov. 1, 2023
WINTER CYCLE	Application Submissions: Oct. 2, 2023 – Feb. 1, 2024	Applicants notified of decision by March 1, 2024

Who May Apply?

Contracted Teachers and Administrators of the School District are eligible to apply for grants.

What Projects Are Eligible?

- All projects that fulfill the missions of OJRSD and OJREF and that are approved by the building principal and the Director of Technology (if appropriate) will be considered.
- Projects that are innovative in nature and represent a fundamental advance in the manner in which curriculum is taught.
- Projects that result in a significant, measurable outcome.
- Projects that have a long-term impact on students.
- Grant funds may be used for educational materials and supplies (computer hardware and/or software, scientific or mathematical equipment, etc.) as part of innovative educational initiatives which are above and beyond what is provided by the curriculum budget.
- Software licenses must be sustainable. The OJREF will fund the first year only.
- Grant requests for flexible seating options will not be accepted.
- Grant requests may be only partially funded, or wholly funded, depending on available resources.
- Grant funds are not permitted to be used for salaries, teacher stipends or transportation.



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How do I apply?

Classroom Grant Guidelines and Applications are on our website at <https://ojref.org/funded-projects/>. **Applications and questions should be directed to info@ojref.org.** To expedite the approval of your application, be sure to include all of the requested information.

Project Requirements:

- Project materials listed on approved grants may not be changed without prior OJREF Board approval.
- If you will be purchasing equipment or software, be sure to check with your school's technical staff to verify that all necessary requirements have been met. If equipment is requested, please note the current availability of that equipment in your building. (Software licenses must be sustainable. The OJREF will fund the first year only.)
- Equipment, materials, or intellectual property acquired through the grant shall be the property of the Owen J. Roberts School District.

Project Evaluation

If you are the recipient of an OJREF mini-grant for this academic year, an evaluation of the project and/or materials purchased is expected to be submitted no later than November 30th the following year. Grant recipients who do not submit an evaluation will be ineligible for future grants.

This evaluation should include:

- Details of the benefits of the project and how they were observed, measured, or otherwise demonstrated.
- Opinion or critique as to whether the project did or did not meet your expectations/objectives. Include recommendations regarding improvement of the funded initiative. What was learned? What should be changed? Should it be replicated in other disciplines or another classroom cycle?
- Please provide a brief teacher and student testimonial including how the grant has impacted them in the classroom along with photographs and/or videos of the grant item in use. These will be used on our website and social media when sharing grant information with our community. (All pictures of students must be approved for publication.)

Grant recipients may be asked to present their project results at school district meetings or Foundation events.

When applicable, OJREF Board members may ask to see the project and or materials in action with the students.

Thank you for your dedication,

Kathy Stamm
Sue Hess
OJREF Allocations Committee