



## RAYTOWN EDUCATIONAL FOUNDATION

10500 East 60<sup>th</sup> Terrace  
Raytown, Missouri 64133-3999

The Raytown C-2 Educational Foundation offers this grant opportunity to C-2 staff members. Grant applications must demonstrate creative, innovative and effective ways to meet student needs and increase motivation to learn with measurable results. Applications will be anonymously reviewed by Raytown C-2 Educational Foundation representatives.

### Criteria for Proposal Development

1. Project summary, including how the educational objectives/ goals will be met.
2. Relate the identified educational objectives/ needs of the project to Missouri Standards or district initiatives.
3. A description of what the grant would provide for students/ school/ district above and beyond what is currently being provided.
4. An effective evaluation plan to determine grant success.
5. Number of students who will be affected.
6. How the results of the project may be shared with others.
7. Itemized budget.

**Note:** *Products purchased as a result of a grant become the property of the Raytown C-2 School District. It is expected that approved projects will be shared throughout the C-2 District and with Educational Foundation board members.*

### Procedure

1. Discuss proposed project with building principal/ supervisor.
2. Save this copy for your use. If you need one sent to you, email [refguy1@comcast.net](mailto:refguy1@comcast.net) or by calling Bob Kessel (816) 478-0974.
3. Complete application according to criteria for proposal development. Be concise and specific.
4. Timeline to be followed:
  - a. Applications, with building principal's signature, forwarded to Curriculum and Instruction Office (Administration Building) by April 15, 2009. ***Applications received after this date will not be considered.***
  - b. Selection made and recipients notified following the May Educational Foundation meeting.
  - c. Project implementation may begin upon approval.
  - d. Mid-Year Grant progress form to be submitted to the Curriculum and Instruction Office in December 2009.
  - e. Grant final evaluation form to be forwarded to Curriculum and Instruction Office 30 days after completion of the project.
  - f. The *Foundation* board and/ or the C-2 Board of Education may request a brief presentation.

### Funding

1. Projects that are the *most likely* to be funded should include one or more of the following:
  - a. have a direct impact on students and be "special" opportunities.
  - b. have an impact on students in meeting the district's educational goals.
  - c. include minimal amounts of professional reimbursement.
  - d. have a potential to be replicated for other students.
2. Projects that are *least likely* to be funded:
  - a. benefit very few students.
  - b. require an on-going obligation from the *Foundation*.
  - c. focus primarily on the purchase of equipment or supplies.



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## APPLICATION FORM

**SUBMIT ONE COPY OF APPLICATION**  
Application will be eliminated if it exceeds two pages.  
You may create your own version of this form, as long as all  
questions are answered in order asked.

Your evaluation tool/ form and this cover page are not considered part of the two-page limit.  
Do **NOT** mention the name of your school in the text of your application.

Employee Submitting Proposal \_\_\_\_\_

Job Position and Location \_\_\_\_\_

School or program for which proposal is being made \_\_\_\_\_

How may you best be contacted? \_\_\_\_\_  
Phone number, times available, etc.

Project Title \_\_\_\_\_

Budget Request \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Cover Page

This grant application must be received in the Curriculum & Instruction Office,  
6608 Raytown Road, by 4:30 p.m. on April 15, 2009  
Late applications will not be considered.  
Page One of Two



**Please be Concise and Specific.  
Please do NOT mention the name of your school in  
the text of this application!  
Deadline: April 15, 2009**

**PROJECT TITLE** \_\_\_\_\_

1. Summarize this project. Identify the educational objectives/ needs that would be addressed and explain how those objectives would be met. (Maximum 100 words)

*Proposed Implementation Date:* \_\_\_\_\_ *Estimated Timeframe of Project:* \_\_\_\_\_

2. Explain how the educational objectives/ needs identified in the above question relate to Missouri Standards (MAP) or district initiatives.
3. What will this grant allow you to accomplish for students/ school/ district that is above and beyond what is currently being provided?

4. How will you document and evaluate the success of this grant? Please include your evaluation tool/form (s).

5. How many students will be affected?

*Directly* \_\_\_\_\_ *Indirectly* \_\_\_\_\_

6. How may the results of this project be shared with others, including Educational Foundation board members?

7. **Detail** your budget request. Be very specific and justify all expenses.

<b>SERVICE</b>	<b>SUPPLIER</b>	<b>COST</b>	<b>POSTAGE/ OTHER CHARGES</b>	<b>TOTAL</b>
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**Total Amount Requested \$** \_\_\_\_\_

