GRANT PROGRAM GUIDELINES

Community Connections, Brighter Futures

Mission of the Rapid City Public School Foundation:
(1) To enhance and enrich the educational experience of pre-K-12 students;
(2) To recognize and inspire those who guide student learning;
(3) To increase community support for public education;
(4) To encourage and support the execution of the RCAS Strategic Plan Priorities.

Description of the grant program:

Each year the Rapid City Public School Foundation fundraises to support our grants program. The foundation seeks to provide monetary support for RCAS staff and students to develop new programs through educational partnerships and innovative solutions.

Grant Types and Award Amounts:

☐ Small Grant (Limit of $2,000)
☐ Large Grant ($2,000+, maximum amount at the discretion of the grants committee)

Grant Categories:

☐ Grade Level Reading Proficiency by the end of 3rd grade
☐ 21st Century Learning
☐ Innovative Teaching and Leadership/Professional Development
☐ College and Career Readiness
☐ School-Community Partnerships
☐ Need-Based Student Development
☐ Innovative Initiatives

Eligibility:

Grantees must be RCAS certified staff or administrators who guide and influence student learning. Grants must be approved by the school principal and a member of the RCAS Senior Leadership Team before they are submitted to the Foundation for consideration. RCPSF may serve as a designated fiscal sponsor for grantees, if appropriate.

Deadlines:

Grant applications can be submitted anytime, but the Foundation will consider grants monthly.

Timeline:

Grants will be reviewed by the RCPSF Grants Committee and presented to the RCPSF Board for a vote. It will depend on the timing of Foundation board meetings and the timing of School Board meetings for timing.

Grant Program General Guidelines

Grant requests should:
- Reflect the RCAS vision to Inspire, Innovate and Excel.
- Identify goals and objectives designed to enhance and enrich the educational experience of the grant beneficiaries/students.
- Include a description of how the grantee will assess student learning.

Expectations of Grant Application

- Present a grant application with a clear statement of need and purpose in addition to: defined goals, clear objectives, project design, budget and evaluation process. (see www.rcpsfoundation.org for grant application template)
- The budget must include purchasing information and a clear description of budget requests.
- Reimbursements for materials already purchased are not allowed.
- All materials purchased with the Foundation's grant funds must remain within the RCAS site and are not for personal use.
- Grantees must sign the grant agreement to receive funds(attached). Grantee must agree to allow and invite RCPSF staff into their classroom to take photos and/or videos of the project, when appropriate. An assessment of the completed project must be submitted to the Foundation, Grantee's supervisor and the RCAS Senior Leadership Team no later than 1 month after the completion of the grant activities, unless otherwise directed by the grants committee.

Tips for a Successful Grant Application

- The application is complete and is submitted on time.
- The project is designed to meaningfully include or have an impact on as many students as possible.
- Priority will be given to innovation and creativity.
- Collaboration and multi-year uses are highly favored.
- Preference will be given to those who obtain matching funds.
- Clearly align your project with one or more of the RCAS Strategic goals and priorities.

Grant Types

Small Grants:

- Grant limit is $2000.
- Grant used to support innovative and creative classroom projects that could be duplicated in other classrooms.
- Grant should only be requested for projects that are not eligible for funding through RCAS budget.
- Application may be made by an individual staff member. Approval review must be given by school principal and an RCAS Senior Leadership Team Member.
- Examples of past grants include purchase of software for digital dissection in biology, equipment for High Altitude Challenge, books to improve agricultural literacy, etc.

Large Grants:

- Grant of $2,000+, maximum amount at the discretion of the grants committee.
- Grant used to support innovative and creative projects in the schools.
- Grant should be requested for projects that are not eligible for funding through RCAS budget.
- Application may be made by project team. One team member should be designated as the primary contact for the grant. Approval review given by school principal and an RCAS Senior Leadership Team Member.
- Examples of grants include school/community partnerships, school gardens, interdisciplinary learning initiatives, schoolwide professional development programs, etc.

Grant Categories:

Grade Level Reading Proficiency by the end of 3rd Grade:
- Projects that aid in core reading instruction 21st Century Learning:
    - Projects and equipment that facilitate 21st century learning environments
    - Programs that facilitate self-directed learning and goal setting
    - Projects that build upon the goals established in the RCAS STEAM^2 Blueprint
    - Projects developed to reach one of the 21st Century Goals defined in the RCAS Strategic Plan listed: link to be inserted

Innovative Teaching and Leadership/Professional Development:
- Grant used to provide research based professional development opportunities for staff in the Rapid City Area School District. Applications should focus on opportunities available to as many staff members as possible. Applications should clearly identify current need and how staff development will lead to improved and enhanced student learning opportunities.
- Projects that improve technology competence.
- Application may be made by individual or team. One team member should be designated as the primary contact for the grant. Approval review given by superintendent of schools. Travel expense and stipend requests will be considered but need to be justified and substantiated.
- Examples of grants include train-the-trainer opportunities, staff workshops, national certification training programs, staff development materials, etc.

College and Career Readiness:
- Projects seek to expand opportunities for college and career exploration and enrichment

School-Community Partnerships
- Projects will develop student leadership and encourage investment in the community
- Facilitate business and community partnerships aligned with strategic priorities

Student Development Grant:
- Need-based grant to allow all students access to programs necessary for learning
- Principal must verify student qualifies to receive the assistance. Funds are issued to the principal for distribution to the program.
- Grantee must be certified district personnel and grant must also be managed by district personnel

Innovative Initiatives
- Projects that utilize innovative solutions outside of the scope of the RCAS Strategic Plan to solve established problems

Grant Agreement*

The Rapid City Public School Foundation Board is proud to support innovative educators through our grants program. We ask that all grantees complete the following tasks to receive funding:
- Announcement of grant award in school newsletter, school Facebook page, and/or school website
- Posting of RCPSF Grant Recipient Poster in classroom
- Communicate with the RCPSF Executive Director to coordinate classroom visits for pictures or videos—when appropriate
- **Completion of the Grant Assessment Form within one month after the completion of grant activities.** Form to be submitted to building principal and the RCPSF Executive Director.
- Produce two PowerPoint slides for assessment---including text, high resolution photos and video (optional)—template provided by RCPSF Executive Director
- Grant funds will be requested and disbursed between building secretaries and the business office. The business office shall notify the grantee, building principals and building secretaries when funds become available.

Grantee has read and agrees to perform these tasks.

X_____

Grantee Signature

X

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Building Principal Signature

*This form will be e-mailed to grantee for signature upon grant approval.