



REF Grant Application

The deadline for submission is **April 8, 2016**. Grants must be handed in to your building Principal no later than the deadline.

PROCEDURES

1. Complete the Grant Application entirely and include three quotes from different vendors using the least expensive one for the Grant Application.
2. Submit your Grant, signed by your principal, and any attachments to the REF no later than April 8th. Grants delivered to the school beyond that date will not be reviewed.
3. Grants will be reviewed in May and awarded in June.
4. You will receive formal notification of your Grant Status in June.
5. *Please note as this is a change from previous grant cycles:* Grant recipients will be responsible for submitting all purchase orders to Deb Dittermer at the board office no later than November 30. After that date, the grant will expire and funding will be eliminated. If there are circumstances that prevent this, the REF must receive notification prior to the November 30 deadline.

Thank you! If you have any questions, email Fiona Rose at grants@ringwoodef.org.

Use ONLY the Tab key to move between fields. Use your mouse to activate the “select one” fields. You must print this form and obtain original ink signatures and submit a hard copy.



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REF Grant Proposal

Please complete as thoroughly as possible. A Foundation Trustee may contact you for additional information. Incomplete proposals may result in a delay or denial of the request.

Grant request title: _____

What educational need does this request address? _____

Describe the elements and impact of the request: _____

Who will benefit from or participate in the request (e.g., grade, level, number of students):

Start Date & Year: _____

End Date & Year: _____

What will be used to measure the product or program's success? _____

I agree to submit a final report or sample of the product or program (if possible) to the Foundation no later than _____ (insert date).

Life expectancy of the product or program: _____

Is there maintenance required and if so, estimate cost: _____

Is this re-usable from year to year? Yes No

Is this technology related? Yes No

Is this request recurring? Yes No

If yes, is this the first year of the request or has this been approved in the past?
Please describe conditions for recurrence status.



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REF Grant Financial Detail

Please specify all elements of the project's budget (note any expenses that would be on-going (or recurring) as a result of the grant (e.g., consumable portions of the expense))

Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Shipping and Handling (REQUIRED)	\$ _____
Total	\$

Have you, or are you, pursuing alternative funding? Yes No

 If yes, with whom? _____

Description Attached Yes No

Quote Attached Yes No

Additional Material Attached Yes No



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REF Grant Proposal Approvals

This grant is respectfully submitted for consideration to the Ringwood Educational Foundation Board of Trustees by:

Signature(s) of all participating parties

Print Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School: _____

School Address: _____

Telephone Number of School: _____

E-mail Address where inquiries may be directed: _____

Summer Contact Information: _____

Principal's & Director's (if applicable) Signature

Print Principal's & Director's Name

Date