



# RCEF SMART Grants

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The Redwood City Education Foundation has partnered with Oracle and the Westly Foundation to provide \$45,000 in grant money to bring innovative teaching into the classroom in the areas of science, math, the arts, and technology. Any teacher, administrator, or specialist in the Redwood City School District may submit an application for a grant between March 1, 2010 and March 31, 2010.

## HOW TO APPLY FOR YOUR SMART GRANT

1. **Review SMART grant guidelines.** See page 2 of this document.
2. **Complete SMART grant application form**

*Download form at: [www.rcef.org/SMART/SMARTApplicationForm.pdf](http://www.rcef.org/SMART/SMARTApplicationForm.pdf)*

### *Identify Grant Leader*

Each project must have a grant leader. The grant leader is responsible for coordinating and scheduling all aspects of the grant project. The grant leader is also responsible for submitting the project evaluation form.

### *Pick a grant from a Grant Menu*

We have created menus of grant for arts and STEM grant options. The grant menus will continually be evolving with new ideas added as we develop the program. We will notify district staff of new additions, and we will also keep updated menus available at: [www.rcef.org/SMART](http://www.rcef.org/SMART). Please note: Costs listed on the Grant Menus are estimates only. Please confirm final pricing with the vendor before submitting your application.

### *Or create your own project*

You can apply for your own project by completing Section C of the Application Form. In evaluating grant applications for other projects, we will be looking for three primary qualities – innovation, creativity, and project reach. Projects should integrate with or enhance current curriculum. They can be interdisciplinary, bringing science, math, the arts or technology into social science, physical education, or student leadership, for instance. Projects can span an entire grade level or be targeted to just one classroom.

3. **Submit grant application form to the RCEF**

Your school principal must sign your application form before submitting it to the RCEF. When the form is ready, your principal can contact RCEF President Jo-Ann Sockolov at [rsock56966@aol.com](mailto:rsock56966@aol.com) and have the form picked up. All grants will be processed within two weeks.

4. **Submit evaluation form to the RCEF 30 days after completion of grant**

*Download form at: [www.rcef.org/SMART/EvaluationForm.pdf](http://www.rcef.org/SMART/EvaluationForm.pdf)*

Submit completed form to the RCEF at: SMART Grant Committee, RCEF, PO Box 3046, Redwood City, CA, 94064. We will be looking for photos and quotes from students as well to help us with our fundraising to support this program in the future.



# RCEF SMART Grant Guidelines

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## **ELIGIBILITY & APPROVAL**

Every teacher or specialist in the Redwood City School District is eligible to be a grant leader and apply for a SMART Grant.

Grant applications must be approved by the school principal before submittal to the RCEF.

Priority funding will be given to programs, projects or activities that introduce students to new experiences and incorporate innovative learning and instruction modalities.

Funds are available for in-school use only. After-school programs, activities or projects are not eligible.

Grant funds cannot be used for scholarships of any type.

Schools must have submitted final report for all 2009 SMART grants received to be eligible to apply for 2010 SMART grant.

Grantees may be asked to provide data, feedback, or anecdotal information during the course of the implementation of their grant program, activity or project for the purpose of RCEF reporting to funders.

## **GRANT DISBURSEMENT**

Each school will have an account, based on a baseline of \$1,000 for each school, plus an additional amount per student. Schools can continue to draw down funds until their account is used up. The amount for your school can be viewed at: [www.rcef.org/SMART/SchoolAllocations\\_2010.pdf](http://www.rcef.org/SMART/SchoolAllocations_2010.pdf).

55% of grant disbursement for each school is for arts grants.

45% of grant disbursement for each school is for STEM (science, technology, engineering, and math) grants.

Within two weeks of approval of a grant request, funds will be released to the District for transfer to the appropriate school's account.

## **TIMELINE**

Programs, activities, and projects must be completed by December 31, 2010.

Grant evaluations must be submitted no later than 30 days after completion of the grant.



# SMART Grant Application Form

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Instructions:

1. Complete Section A for all grants.
  2. Complete Section B for grants selected from the SMART Grant Menu. Confirm final pricing with vendor.
  3. Complete Section C for Other Projects ie. not selected from the SMART Grant Menu.
  4. Have principal sign and contact RCEF for application form pick up.
  5. Submit Evaluation Form 30 days after grant completion
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## SECTION A – All Grants

Application date: \_\_\_\_\_

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School phone: \_\_\_\_\_ School Fax : \_\_\_\_\_

Grant leader name: \_\_\_\_\_

Grant leader email: \_\_\_\_\_

Principal name: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_

Number of students involved: \_\_\_\_\_ Number of classes involved: \_\_\_\_\_

Grades involved: \_\_\_\_\_

Funds requested for project: \$ \_\_\_\_\_  
(Please confirm final pricing with vendor before submitting your application!)

Funds required for transportation:\$ \_\_\_\_\_

Type of transportation: \_\_\_\_\_

Total amount of money requested: \$ \_\_\_\_\_

Principal signature: \_\_\_\_\_



**SECTION B – Grants from SMART Grant Menu**

ID Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Option Selected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION C – OTHER PROJECTS**

Goals – What will the students learn?

Core activities – What will students do, and how do these activities meet the project's goals?

Innovation – Which standards and/or aspects of the curriculum is the project linked to? In what ways does it go above and beyond what is normally required?

Success evaluation – How will you know that the program has been successful?

Outside vendor – If applicable:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_