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**2015 Grant Application**

**Submit completed applications to RPSF at** [**GrantCommittee@rpsf.org**](mailto:GrantCommittee@rpsf.org) **by November 1, 2015**

Project Title: Click here to enter text.

Project Site/Schools: Click here to enter text.

Address: Click here to enter text.

Project Director(s): Click here to enter text.

Phone Numbers and Email Addresses for all Project Director(s): Click here to enter text.

Target Audience: Click here to enter text.

Number of Students: Click here to enter text. Number of Staff: Click here to enter text.

Age Group: Click here to enter text. Grade Level: Click here to enter text.

Amount Requested: Click here to enter text.

Are there other sources of funding being used? YES or NO

If yes, from what source? Click here to enter text.

Amount: Click here to enter text.

Project Duration: Click here to enter text.

Beginning date: Click here to enter text.

Ending date: Click here to enter text.

*Unallocated funds will not be available after project ending date.*

Building Administrator: Click here to enter text.

Comments: Click here to enter text.

**A. Project Summary**

Provide brief a narrative summary (300 words or less) describing purpose of the project, who it will benefit, and the desired long-term results.

**B. Project Description**

* Describe ways that the project focuses on creative and unique learning experiences that complement or extend the existing academic program.
* Describe how the project enriches and enhances the students’ academic learning and/or social emotional growth.
* Describe how the project strengthens the school/home/community partnership.
* Identify the positive long-term impact/results.

**C. Goals and Objectives**

List the goals and objectives of the project.

* Outline SMART (Specific, Measurable, Attainable, Realistic and Time-bound) goals and describe how they align with the mission of the Rochester Public School Foundation.

**D. Activities**

* Detail the activities that will take place and the specific ways the activities will achieve the goals.

**E. Timeline/Schedule**

* Outline the timeline/schedule for the project's completion. Specific beginning and ending dates must be included.

**F. Budget**

* Develop a clear and detailed budget for the project.
* Indicate expenses to be covered by Rochester Public School Foundation grant funds and expenses to be covered by other funding sources. List these items in the budget together with vendors and amounts for each item.

**G. Evaluation Plan**

* Describe the method/criteria to be used to measure the outcomes of the project.
* Indicate who will be involved in the evaluation.
* Explain the long-term benefits of this project.

**H. Reporting Results**

Grant recipients must submit a one-page summary of project outcomes and lessons learned, along with digital pictures, to RPSF within one year of receiving grant funds. In addition, grant recipients are required to share the results, outcomes, and lessons learned from their grants with their grade-level/ department team or another relevant stakeholder group.

* Describe how you will report the results of your project to the Rochester Public School Foundation, and to other key stakeholders.
* Detail a timeline and process for recording progress throughout the project, and for reporting results to appropriate stakeholders upon completion.