



# **Rick Moore Memorial Grants**

## **Grant Guidelines**

**Grant Deadline: 21 October 2016**



## **Rick Moore Memorial Grants**

The Council Rock Education Foundation (CREF) is pleased to provide grant funds to teachers and staff of the Council Rock School District through the Rick Moore Memorial Grant Program. The Foundation Board will award grants for projects that benefit students in either a special education or social studies program. Specifically, grants will be focused on:

- **the innovative use of technology in either a special education or social studies classroom or program**

**and/or**

- **the development of vocational or prevocational training programs for students with low incidence disabilities.**

Projects may be limited to a single classroom, involve several grade levels or departments, or they may be school/district-wide.

**What is CREF?** The Council Rock Education Foundation is a nonprofit organization created to encourage excellence and to enhance and enrich educational opportunities offered to the students of the Council Rock School District. The Board of Directors consists of business professionals, community members and school district personnel. The Superintendent of Schools and a member of the School Board are voting members of the Council Rock Education Foundation.

### **About Rick Moore**

**Rick Moore was a beloved teacher and mentor to thousands of students in the Council Rock School District during his 24 years of teaching. Rick was passionate about Social Studies and also had a personal interest in supporting educational programs for students with low-incidence disabilities.**

**Rick passed away on May 3, 2013, but his legacy lives on in the hearts of his students and through this special Memorial Fund created to honor his memory.**

# Rick Moore Memorial Grants - 2016 Guidelines

**Submission Deadline: October 21, 2016**

The purpose of the Council Rock Education Foundation Rick Moore Memorial grant is to enhance and support innovative programs in Social Studies and Special Education for the benefit of the children in the Council Rock School District.

## 1. Who can apply?

- All Council Rock staff

## 2. How much can I ask for?

Grant Requests will be accepted up to \$2,500.

## 3. What additional information should accompany the application?

Projects that require outside presenters or personnel **must include resumes** and/or **organizational information** about the presenters.

Projects that require equipment purchases (items over \$500) **must include a brief description of the equipment as well as supporting documents.** (catalogues, etc.)

## 4. Why is the curriculum coordinator's signature required on the grant application? The curriculum coordinator's signature is an assurance that the proposed program is aligned with the goals of the District.

## 5. Reporting and Award Requirements

- a. **Grantees are required to submit final reports** that will be used in CREF's end-of-year report. The Executive Director of the Education Foundation will contact recipients to provide report forms and assure the reports are submitted in a timely manner.
- b. **All grant recipients** will be asked to provide a calendar of implementation and to be available to showcase grants throughout the year.

## 6. Submitting the Application & Application Requirement:

All of the following are required as part of a complete grant application. There is a grant checklist within the grant application itself to serve as a reminder of these requirements.

- a) The completed, signed application must be submitted no later than midnight on October 13, 2015. Neither applications nor application materials will be accepted after that time. Grant applications are to be emailed in MSWord or PDF format to the Rick Moore Memorial Grant Committee, [office@creducationfoundation.org](mailto:office@creducationfoundation.org). No extensions beyond the deadline will be granted.

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7. **Review Criteria:**

Please note that this is a competitive grant process, not all grants submitted will be funded. Applicants are reminded to provide a thorough narrative that clearly describes their project and answers all questions.

In evaluating the applications, the grants panel will consider the following criteria:

- a. **Summary** – Is the project clearly described? Is there a sequential listing of activities with dates and timeframe listed where appropriate?
- b. **Criteria:** Does the application involve a project that involves one or both of the following criteria?:
  - i. the innovative use of technology in either a special education or social studies classroom or program
  - ii. the development of vocational or prevocational training programs for students with low incidence disabilities
- c. **Evaluation** – How will the overall effectiveness of the project be measured? What are the expected benefits of the project? For multi-year and continuing projects, what evaluation data is available and how has this data been used to adjust and/or justify project continuance?
- d. **Budget** – Does the budget reflect reasonable, efficient use of funds? Do expenses reasonably support the project goals?

8. **Grant Program Timeline:**

**October 21, 2016** – Deadline for submitting grant application

**October 24-31, 2016** – Grant panel meets to review application and make recommendations to the CREF Board

**November 1, 2016** – CREF Board approves grants and grant awards announced immediately.

9. **Budgeting time to write the grant**

It is important for teachers and administrators to plan their projects far enough in advance to submit their applications by the **October 21, 2016** deadline. **Late applications will not be accepted.** Applicant questions may be asked to Gail Acosta. See contact information below.

10. **When must funds be expended?**

All funds will be designated for projects planned for the 2016-2017 school year and must be expended between November 2016 and June 30, 2017.

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Thank you for your interest in the Rick Moore Memorial Fund Grant Program. If you have any questions about the Foundation, please contact Gail Acosta, Executive Director, at 215-944-1023 or <mailto:gacosta@creducationfoundation.org>