

Ridgewood Education Foundation

Grant Application Review Procedures

1. Once the completed grant application is timely received by the REF, the REF grants committee asks the following questions:
Does the proposal:
 - ✓ Address innovative instructional methods?
 - ✓ Enhance existing public school curriculum? *The Assistant Superintendent for Curriculum & Instruction will review curriculum compatibility.*
 - ✓ Expand the education experience of Ridgewood's students?
 - ✓ Involve and stimulate students?
 - ✓ Create enrichment opportunities? AND,
 - ✓ Is the proposal exceptional and innovative?
 - ✓ Can the proposal be replicated or shared throughout the district?

2. If the grants committee finds favorable answers to the above questions, then it reviews the application using the criteria as presented on the application. These criteria include the following information:

- Objective of the project
- Summary of the proposal
- Number of students involved
- Timetable, activities, and procedures
- Budget, including overall cost and cost per student
- Method under which applicant will evaluate project after completion
- Other school resources needed
- Proposal's uniqueness
- Partial funding from other sources

After the committee members have reviewed each grant application using these criteria, they complete preliminary rating sheets that are totaled by the Executive Director. The score totals provide an initial priority ranking from which the committee begins its discussion at a closed grants review meeting. The criteria set out on the application is repeated on the rating sheet, and the committee discusses the merits of each application under the criteria. The grants committee also considers the available funds, the competition for funds in a given subject area, and the overall mix of applications in the cycle before making its final decisions. The consistency of this approach to each application is intended to assure an equitable review of all proposals. The grants committee votes to approve or decline funding for each application.

3. The grants are presented to the Board of Education for approval. REF pays over grant awards to the Board of Education after receiving such approval. Grant awards are usually available for use approximately two weeks after Board of Education approval, and recipient-teachers can access the funds by using their usual purchase order number and following the purchase order procedure.