

## RANGER ACADEMIC ENRICHMENT FOUNDATION

### EDUCATIONAL GRANTS GUIDELINES

Listed below are some helpful guidelines to follow when requesting a grant:

1. Submit grant applications to your campus principal by October 1 and May 1.
2. Direct all questions to the superintendent's secretary, superintendent, or building principals.
3. Do not identify schools, grade levels, or faculty members in the body of the grant application. These items may be included only on the cover sheet and on the press release sheets.
4. Strive for innovative, creative, educational and realistic proposals. The purpose of the Educational Grants is to supplement and enrich educational opportunities, not to replace services provided from tax revenues.
5. Research your item thoroughly to ensure that it is not already available on your campus. Use e-mail to facilitate this process.
6. Fully explain all common educational terms and acronyms. Such explanations will enable the allocations committee members to more completely understand the project's purpose.
7. Include credentials or references for all professionals, performers, or guest speakers requested in your proposal.
8. Verify that the funds listed on the budget page and the cover sheet match.
9. Include all appropriate signatures on the application before its submission.
10. Submit only one copy of the application.
11. Allow the principal sufficient time to review, approve, and sign the application before its submission.
12. Submit typewritten or neatly written requests. When typing, do not use all caps.
13. Do not expect continuous funding of repeat projects.
14. Complete the press release form in the application packet. If your project is chosen, this information will be publicized.

15. Use e-mail to communicate the date and time of your project to other classes and RAEF board members so interested persons may observe or attend the event, as appropriate.
16. Apply an RAEF sticker to the materials purchased when they arrive, publicizing the participation by RAEF.
17. Study examples of projects funded in Pryor, Oklahoma by visiting the following site, [www.pryor.k12.ok.us/PAEF/Grants/grants\\_page.htm](http://www.pryor.k12.ok.us/PAEF/Grants/grants_page.htm).
19. Complete the Grant Evaluation Summary and the Grant Expense Report when you have finished your project, submitting both reports to the superintendent's office.
20. Share the results of a particularly successful project with your colleagues, other schools, and the press.