



February 13, 2015

Dear Educators of Oak Ridge,

Thank you for your interest in applying for a grant through the Oak Ridge Public Schools Education Foundation (ORPSEF). The Foundation is committed to improving public school education funding in Oak Ridge through our annual grants program. ORPSEF Grants provide tools and resources to help create conditions that awaken and inspire possibility and creativity. Our goal is to empower teachers with additional tools to teach. For more information about our mission, please visit our website at [www.orpsef.org](http://www.orpsef.org).

Please keep in mind that your grant application will initially be reviewed by your principal and then by Superintendent Borchers in order to ensure that your request aligns with the current objectives and overall strategy of Oak Ridge Schools. Grant applications that meet these requirements will then be forwarded to the ORPSEF Grants Committee. The Committee follows an evaluation process to determine which grants will be awarded. The number and size of grants awarded is based on what the Foundation can afford each year.

A cover letter is required in addition to your completed application. This cover letter should briefly summarize your request. The cover letter also provides an opportunity for you to personalize your submission, clarify your vision and summarize how the grant will help you achieve your objectives. The committee will better understand the context of your request through your cover letter.

Please read the application in its entirety before completing it so that you may organize your request appropriately. Please note that each portion of the application contains a heading in bold font. The italicized information under each heading is information for your benefit and will assist you in completing the application. Also, if you are awarded a grant, **there is an expectation that your program status, successes and/or milestones along with photos you can share will be reported back to ORPSEF by October 9, 2015.** Failure to do so will negatively impact your ability to obtain future funding through ORPSEF.

Dr. Tracey Beckendorf-Edou, Supervisor of Teaching and Learning, must receive your application by March 9, 2015. Awards will be granted in May. If you have any questions, please contact Jessica Steed at (865) 241-3667 or via email at [jessica.steed@orau.org](mailto:jessica.steed@orau.org)

Thank you,

Cathy Toth  
Chairman, Grants Committee  
Oak Ridge Public Schools Education Foundation

## **2015 Grant Application Oak Ridge Public Schools Education Foundation**

Return to:

Dr. Tracey Beckendorf-Edou  
Supervisor of Teaching and Learning  
304 New York Avenue  
Oak Ridge, TN 37830

**Grant Submission Deadline: March 9, 2015**

For more information call: (865)241-3667  
or e-mail [jessica.steed@orau.org](mailto:jessica.steed@orau.org)

**Summary of the grant proposal:**

**Total amount of funds requested:**

**School or Department:**

**School or Department Address:**

**School or Department Phone:**

**School or Department Email:**

**Grant Applicant and Position:**

**Signature of Applicant:**

**School Principal:**

**Signature of Principal:**

**Signature of Superintendent:**

*ORPSEF grants may be made for educational programming, professional development, equipment, facilities, travel, conferences, or other purposes that might be approved by the Foundation.*

*Who may apply: teachers, administrative staff & student groups via staff sponsor.*

**I. Title of Program/Project**

*(What is the title of your project? What is the primary goal of your project?)*

**II. Major Objectives of the Program/Project**

*(Describe each objective of the program/project and the need that each objective will address. This portion of the request should fully explain each objective of the program/project and why it is important.)*



Oak Ridge Public Schools  
Education Foundation  
*Enhancing public school education*

### **III. Scope of Program/Project**

*(Address who will be served and at what grade level. How many students and/or staff members will be directly affected? How many will be indirectly affected? Is this a school or system-wide program/project? Is it limited to one school/ grade level/classroom? Will it be shared by other students and/or teachers besides those directly served?)*



#### **IV. Implementation Plan**

*(What steps will you take to put your program in place and what is your timeframe for implementation?)*

#### **V. Funding**

*(Provide a detailed breakdown of projected costs and itemize the funds being requested in this application. Also, provide answers to the following questions).*

A. Will the grant enhance or supplement an ongoing project? If so, briefly describe results of the project to date.

Yes	No
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B. Are other funding sources being sought or used? If so, what are they?

Yes	No
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## **VI. Evaluation of Program/Project Success**

*(Describe how you will measure the project's success in relation to the goals you have stated in this application. Describe how you intend to report on your program/project's achievements to Oak Ridge Public Schools Education Foundation.)*