

**Teaching and Learning Grant Program  
2008-2009  
Riverfield School**

**Request for Proposals**

The Team on Teaching and Learning (TOTAL), a collaboration between the PTA and teachers/staff of Riverfield School. The goal of the grant program is to improve student learning and promote teaching excellence. The program will assist Riverfield faculty and staff in designing and implementing projects that will have a positive impact on student learning.

**Activities**

**This year, projects that address math, science, cultural competency and physical education curriculums will be of particular interest.** Projects may:

- support the piloting of new and innovative approaches in teaching and learning
- develop new curricular materials
- support specialized training activities
- contribute towards making presentations at other institutions or professional organizations
- evaluate the effectiveness of past program activities
- support individual research

This list should not, however, limit ideas for possible projects in areas not specifically mentioned.

**Who is Eligible?**

All members of the Riverfield faculty and staff who are **members of the Riverfield PTA** are eligible to submit a proposal. Faculty and staff can apply for a grant as an individual as well as a member of a team. **Preference will be given to individuals who are making a proposal that involves the expansion of math, science, cultural competency and physical education curriculums.**

**Budget**

Generally, **grants will range between \$250 and \$700.** All budget requests must contain a specific itemized list of expenditures, including any costs estimated for shipping and handling. Subject to availability of funds, exceptional proposals for larger amounts will be considered. Funds may not be used for overtime salary, or any additional compensation to full-time Riverfield faculty or staff participating in the grant. Funds may not be used to pay for instruction or tutoring, clothing, photocopying or typing; nor can funds be used for mandated programs/services. All books, videos, materials, etc are considered the property of Riverfield School and will be inventoried as such. **The PTA has allocated a total of \$8,000 for the Teaching and Learning Grant program for this academic year.**

## **Review Process/Evaluation Criteria**

The TOTAL committee will be a PTA committee with two (2) representatives from the PTA (serving as chairs of the committee), two (2) representatives from the faculty/staff, the President of the PTA and the Principal, Mr. Toaso or his appointee. The TOTAL committee will review the proposals. In the proposal evaluation process, the reviewers will consider such factors as:

- the extent to which the project addresses a significant student need
- the extent to which students will benefit directly from the project
- whether the project is a new or repeat project
- the positive contribution the project will make to the Riverfield community
- how innovative the project is
- the project's effectiveness

## **Awards**

Applications will be available as of September 2008. The deadline for submitting a grant proposal is **November 3, 2008** and TOTAL Awards will be announced at the December PTA meeting.

## **Brief Final Report**

Successful applicants will notify the PTA when they have implemented their proposal and provide an acknowledgement of the contributions utilization within the 2008-2009 academic year. The PTA is unable to carryover funds from one year to another so all monies should be spent during the academic year if it becomes apparent that funds will not be utilized, the individual should notify the PTA immediately.

## **Grant Proposal/Application**

**Name of Applicant:**

**Project Title:**

**Project Description:** In 150 words or less, please describe the purpose of the project, outline the project's major activities and how they contribute to the expansion of the math, science and/or cultural competency curriculums at Riverfield School.

**Evaluation:** Describe how you will determine if your project was successful.

**Budget:** Provide a complete budget. List and describe all budget items requested; attach a price list when appropriate. Please remember to include shipping/postage and that Riverfield School has tax exemption. Please get a copy of the tax exemption form from the office.