To the Rosemount High School Faculty and Staff:

The **Rosemount High School Foundation (RHSF)** is pleased to announce the launch of the RHSF Faculty and Staff Grants Program. The Rosemount High School Foundation thanks its corporate and community contributors who make this grant program possible.

We invite you, the staff and faculty of RHS, to identify needs or programs that will best serve, and enhance the lives of our student body both directly and indirectly. Information regarding eligibility and application requirements can be found within the application.

To be considered, grant proposals must be emailed to the high school principal, who will present to RHSF Board of Directors for review and consideration. The RHSF Board intends to respond to applicants no later than 60 days from the application being submitted**.**

If you or your staff has questions regarding this program, please contact the high school principal via email who will work as the liaison with the RHSF Board.

We look forward to continuing our support of students at Rosemount High School.

Sincerely,

The Rosemount High School Foundation

**ROSEMOUNT HIGH SCHOOL FOUNDATION**

**FACULTY AND STAFF GRANT GUIDELINES**

**PURPOSE:**

The Rosemount High School Foundation will award grants to benefit the Rosemount High School Community in the areas of academics, arts, and athletics.

**ELIGIBILITY:**

The following applicants are eligible to apply for grants:

* Rosemount High School Teachers,
* Rosemount High School Administrators,
* Rosemount High School Staff,
* Rosemount High School activity booster groups with approval by a coach, faculty member or Administrator, and
* School-endorsed project representatives, as endorsed by Rosemount High School.

**CRITERIA:**

In completing a Grant Application, the following criteria are important:

* Actual and present financial need that is not likely to be met by other resources including school/district budget or capital outlay.
* Impact of the grant on a significant number of students at Rosemount High School in the current term and/or over time.
* Resource-efficient projects developed in consultation with other groups to promote coordination, and to eliminate duplication of services.
* Matching-funds projects and other efforts defined to encourage widespread community participation.
* Innovative projects addressing unique or critical needs in the Rosemount High School community.

The grant funds provided by the Rosemount High School Foundation must be utilized in accordance with the proposed grant project time. Additionally, all funds must be fully accounted for at the end of the timeline with any unused grant funds returned to the Foundation.

**COMMUNICATION:**

The High School Principal will serve as a communication link between applicants and the Foundation Board.

**ROSEMOUNT HIGH SCHOOL FOUNDATION**

**FACULTY AND STAFF GRANT APPLICATION**

Applicant Name(s): Click here to enter text.

Date of Application: Click here to enter text.

Department: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

Project Title: Click here to enter text.

Project Narrative (See Grant Narrative Guidelines below):

Click here to enter text.

Number of Students Served: Click here to enter text.

Project Timeline (must include project start and end date and any other important benchmark dates):

Click here to enter text.

Amount Requested: Click here to enter text.

Project Budget:Click here to enter text.

Will you accept partial funding: If yes, how would partial funding impact your project?

Click here to enter text.

Are there additional sources for funding? If yes, describe.

Click here to enter text.

Evidence of Completion:

Click here to enter text.

Will you agree to follow the Rosemount High School Foundation Grant Guidelines?

Click here to enter text.

**Required Signatures:**

Applicant’s Name: Click here to enter text. Signature:

Date

Name of Department Coordinator or Supervising Administrator: Click here to enter text.

Signature of Department Coordinator or Supervising Administrator:

Date

**ROSEMOUNT HIGH SCHOOL FOUNDATION**

 **FACULTY AND STAFF GRANT**

**Narrative Guidelines**

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| --- |
| **Grant Information Required** |

The following information must be provided in the application narrative:

**1. Statement of Purpose**

Explain the general purpose of the project or program for which the grant is requested, the issue(s) it addresses, the significance of the issue(s) and an estimate of the students who will benefit.

 The Narrative needs to describe how this project or program impacts the Rosemount High School Community.

**2. Proposed Program Design**

Describe (1) the objectives or intended outcomes of the project, i.e., the changes that are expected to occur as a result of the project or program; (2) the activities or set of actions that will be implemented to achieve these objectives or intended outcomes; including timeline; (3) the information that will be provided in the final report to the Foundation to demonstrate achievement of the outcomes and activities.

**3. Staff Qualifications**

Describe the qualifications and experiences of the principal staff members of the project in relations to its purposes and objectives (i.e. Math Teacher who is also the debate coach, looking for funds for debate).

**4. Foundation Support**

Provide a statement as to why Rosemount High School Foundation support is requested; a description of what other efforts have been made (or are presently being made) to obtain the required funds; a list of approved, pending and denied requests for contributions, and the amount received to date for this purpose. Indicate if you anticipate this to be an ongoing/annual request.

**5. Completion**

 How will you know that you accomplished your objective?

 How will you inform the Foundation Board that you accomplished your objective?

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