



Application for Instructional Initiatives Cover Letter

Project Title: _____

Project Chairman/Applicant Name: _____

Grade (s) Taught/Subject Area: _____

School: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone Number: _____

Email: _____

Date of Project Implementation: _____

Date of Project Completion: _____

Total Dollar Amount Requested: _____

Applicant Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Please submit 3 printed copies of cover letter and completed application to:

RITENOUR PRIDE & PROMISE FOUNDATION
2420 Woodson Road
St. Louis, MO 63114

◆ Do Not Fax or Email ◆

Date Received: _____

NOTE: Review of proposals is anonymous. This cover sheet is not included as a part of the actual selection process by the Foundation. Consideration of your request is based entirely on the following proposal.

3. What are the major objectives of this project?

4. What teaching methods will be used to implement this project?

5. What grade levels will be affected by this project? Approximately how many students will benefit from this project?

6. What is the potential for expansion of this project to other grade levels and/or other schools?

7. What, if any, additional materials will be required from the District to implement this project?

8. List a chronological time schedule which includes, as applicable: completed lesson plan(s), ordering/receipt of materials, actual classroom implementation, evaluation, and any other significant dates.

9. How will you evaluate whether your objectives have been achieved? (a written project evaluation is **REQUIRED** at the completion of the project.)

Application Guidelines

- Twice annually the Foundation Board of Directors will review submitted applications for grants and funds.
- The Foundation will fund up to five requests at each meeting not to exceed \$2,500 each. This amount may be adjusted by Board approval at Board meetings.
- Applications may come from individual students or teachers or from student or teacher groups. Funding shall be proportioned to students and teachers equally so that in each year up to five teacher and five student grants are approved and funded by the Foundation.
- Applications shall be competitively reviewed by designated foundation members. All applications will undergo a blind review (without cover letter).
- Should the Board receive evidence of waste, fraud or abuse the board shall notify the grantee and school superintendant in an attempt to retrieve funds and notify civilian authorities if the action warrants. Wage garnishments if actionable shall be pursued. Such grantees will be prevented from receipt of any additional grants.

In submitting this application, Project Chair and School Principal agree to the following:

1. Sign a statement certifying use of funds as requested and approved.
2. Provide a written project summary, including copies of all expenditure receipts, within 30 days of project completion. Reports must document how funds were used, success of the project and how results compared to expectations. For projects taking longer than six months, status reports shall be provided every 180 days following date funded.
3. Grant the Pride & Promise Foundation and the Ritenour School District permission to publish all or parts of the initiative proposal and final reports.
4. Agree to present a presentation of the project to the Pride & Promise Foundation, potential donors or other organizations if so requested.