

**ROYAL EDUCATIONAL FOUNDATION OF PORT JEFFERSON
DR. WAYNE A. JONES MINI-GRANT PROGRAM
MINI-GRANT APPLICATION**

**The Foundation invites all applications for innovative and
creative educational programming!**

In 1994, through the efforts of many concerned community members and with the support and encouragement of then Superintendent Dr. Wayne A. Jones, the *Royal Educational Foundation* was created. To acknowledge his many contributions to the Foundation, following Dr. Jones' passing, the Foundation's mini-grant program was named in his honor.

Semi-annually, The Royal Educational Foundation (REF) invites all teachers and other interested parties to apply for the mini-grants in a sum not to exceed **\$1,000**. The mini-grant program embodies the Foundation's mission to promote excellence, support opportunities that enhance teaching and prepare students to become tomorrow's leaders.

Projects may be for single or multiple classrooms, interdisciplinary and, multi-grade, or school-wide. The Foundation's goal is to support a wide range of educational interests and creativity. Applicants must be accessible either by phone or via the Internet to answer questions that may be posed by the Foundation in connection with grant request. **Grant money cannot be used:**

- for teacher compensation;
- to purchase equipment otherwise available from the district; or
- to pay for the cost of bus transportation.

All applicants awarded a mini grant will be required to submit captioned photos taken during the course of their project upon completion and must answer a short evaluation form.

The application is simple and can be found on the Foundation's website www.pjref.org or from any school building principal. **Deadlines for submission are June 1 and December 1**. Mini-grant award recipients will be announced at either the Superintendent's Conference in September (if submitted in June) or a building faculty meeting in January (if submitted in December) by *The Royal Educational Foundation*.

Each project must be approved by the principal of the building in which it will take place before submission to the Foundation. Mini grants are for short-term projects only. If your project is a long-term one, there is a different application which can also be found on the website.

Please forward all questions to *The Royal Educational Foundation* at: www.pjref.org

The Royal Educational Foundation enthusiastically supports creative educational ideas.

Please submit your completed application to your building principal.

**ROYAL EDUCATIONAL FOUNDATION OF PORT JEFFERSON
DR. WAYNE A. JONES MINI-GRANT PROGRAM**

All applications must be received by either **June 1** or **December 1** and include the contact information below. Mini-grant awards will be announced at the Superintendent's Conference in September or building faculty meeting in January.

CONTACT INFORMATION

Name:

School (Building):

E-Mail:

Telephone

Day

Evening

Cell

Name(s) of co-applicants if applicable:

Position:

PROJECT INFORMATION

School Year:

Project Total Cost *Up to \$1,000*:

Project Title:

Project Description: Attach your response to the application. Your project description must include the following:

- Detailed description of the project.
- Objectives and how they specifically relate to curriculum standards.
- If you are asking for equipment and request a specific number, give the reason for the number requested and how they will be shared/used for specific classes.

School(s) Benefiting:

Grade level(s)/curriculum area:

Estimated timing of the project. *Project must be completed by June 1*:

Approximate number of students benefitting:

**ROYAL EDUCATIONAL FOUNDATION OF PORT JEFFERSON
DR. WAYNE A. JONES MINI-GRANT PROGRAM**

BUDGET DETAILS: *(Attach additional sheet if necessary) If requesting equipment, identify the vendor you are considering using. Also, list quotes from competing vendors when applicable.*

| Item Description | Quantity | Cost | Vendor(s) | Total | Notes |
|------------------|----------|------|-----------|-------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

1. Have you received any other form of monetary support for this project? _____ If yes, explain.

2. Have you or any of the applicants been recipients of the Royal Educational Foundation funding in the past? If yes, when and what project?

3. Does the project impact any school district facility, grounds or technology?

4. If there is a technology component to your request, would it be compatible with the district's technology? _____

Applicant's Signature & Date

Building Principal's Signature & Date

Do Not Complete Below This Line

Receipt of Application _____ *Approved/Denied* _____