



**MPAEF Jeanie Ritchie Grants
Frequently Asked Questions**

What are the characteristics of a successful Jeanie Ritchie Grant project?

We look for three qualities in a project—*innovation*, *creativity*, and *enrichment*. The grant should be a well-constructed, innovative project or program that integrates with or enhances current curriculum. Its theme, purpose, and goals should be clearly stated. While there is a \$100 minimum, there is no maximum grant size.

What is the time line for the 2009-2010 school year?

Fall Grant Cycle

Grant Applications Due	Friday, September 11th	4:00 in the District Office or via email (lyn@denend.com)
Teachers Notified	On or before Monday, September 28th	End of school day via email

Spring Grant Cycle

Grant Applications Due	Monday, March 15th	3:30 in the District Office or via email (lyn@denend.com)
Teachers Notified	On or before Monday, April 5 th (just after spring break)	End of school day via email

Why are there Spring and Fall grant cycles?

To better serve the planning needs of faculty and staff, there are two grant cycles per year. Fall grants must be implemented by June of the academic year in which they are awarded. Spring grants must be implemented by June of the following academic year in which they are awarded, unless otherwise specified.

Who is on the MPAEF Jeanie Ritchie Grants Committee?

- Tina Bird
- Dianne Child
- Lyn Denend, Chair
- Steve Fioretti



Catherine Jaeger
Elizabeth Katz
Nancy Kessler
Andrea Luskin
Andrea Palmer
Janet Perez
Jill Roumeliotis

Teacher (non-voting)

Emily Lowrie
Courtney Shackelton
Juli van Tellingen
Lela Ward

Ex Officio

Shari Conrad
Joan Lambert
Jo Mitchell

Can I modify my application after I submit it?

Because we do not generally allow modifications after submission, it is recommended that you consult the committee chair(s) with any questions you may have regarding your application prior to submission. If the committee has clarifying questions, the committee chair(s) will contact you.

Is the process anonymous?

Yes, only the committee chair(s) who receive the grant applications know the identities of the applicants until all approval decisions have been made. Notification of grant decisions is also handled 1:1 between the lead teacher and to committee chair(s).

Can I apply for more than one grant?

Yes, you may submit as many applications as your time, creativity, and initiative allow during an application cycle. The grant committee will assume that you will implement all of them should they all be funded.

Can I apply with other teachers?

Yes, you may apply either individually or as part of a team. Your team can include teachers from your own or other grade levels, disciplines, or schools.



Is there a limit to the amount of funding I can request?

There is a \$100 minimum, but no maximum. We do consider how many students will benefit from the grant when we evaluate the grant amount and whether the materials or equipment purchased can be reused. However, we also realize that certain innovative programs work best with smaller groups.

Is there a limit on the number of years I may submit a request for funding the same grant?

Yes, a single project may be funded by the committee for a maximum of four years (including the first year). The project does not have to be funded in consecutive years.

Many projects have gone on to become “institutionalized” and much-loved components of our curriculum, including Pioneer Days, Math quilting pillows, Family message journals, Tessellations, the Colonial Faire, Dancing through the Decades, Visiting Biographers, and the Renaissance Faire.

What should be included in the budget?

Your budget should be a detailed list of all expenses, including materials, fees, compensation, taxes, shipping, etc. Reimbursement will not be made for items not listed in the original budget. Legitimate substitutions for original items must be approved in advance by the District Office.

What happens if I exceed my budgeted amount?

In general, the committee does not pay for cost overruns that are not pre-approved, so please be careful and thorough when you develop your budget.

What if I do not spend all of my budgeted funds?

All unspent funds will remain in the District’s allocation for the Jeanie Ritchie program, to be used for future grants.

How does the reimbursement process work?

Because the District Office handles the actual allocation of funds, grant recipients must use the current purchase order and reimbursement systems. To facilitate the process, the District may also provide the use of a District credit card for on-line purchasing, open purchase orders at identified retail outlets, and/or assistance from a District Office member in purchasing. Grant applicants should contact Jo Mitchell with specific questions regarding reimbursement procedures.



LAUREL | ENCINAL | OAK KNOLL | HILLVIEW

May I keep the materials and equipment purchased through the grant and use them for other purposes?

The Menlo Park City School District owns the materials, equipment, and technology purchased through Jeanie Ritchie Grants. The teachers receiving the grants may keep all books, inexpensive equipment, and materials in their classrooms. The principals will decide where to store expensive equipment and how it might be shared once the project is completed.

Are there projects that are unlikely to be funded?

Yes, a general list of supplies, materials, or technology does not constitute a project. Applicants should keep in mind other sources of funding --- Site Councils, PTOs, principals --- for requests for purchases such as souvenirs, snacks, scholarships, parking, cooking utensils, or clothing that do not directly involve the execution of the project.

We do not contact applicants to recommend changes once the grant application has been submitted and we cannot veto specific line items. Therefore, please consult the Jeanie Ritchie teacher liaison at your school or the committee chair(s) if you have any questions regarding what constitutes an appropriate request or how best to structure your grant.

Is there information available on prior Jeanie Ritchie Grants?

Yes, information on recent grants is posted on our website at www.mpaef/org.Jrgrants.html. Please contact the committee chair(s) for more historical information.

Whom can I contact for additional information on the grant process?

Please contact your teacher liaisons or the Jeanie Ritchie Grant Committee chair(s) as follows:

<u>School</u>	<u>Teacher</u>
Laurel	Courtney Shackleton
Encinal	Lela Ward
Oak Knoll	Juli Van Tellingen
Hillview	Emily Lowrie

Jeanie Ritchie Grants Committee Chair for 2009-2010
Lyn Denend lyn_denend@yahoo.com

For questions regarding reimbursement procedures, contact Joe Mitchell, Assistant Superintendent for Instruction and Curriculum, at jmitchell@mpcsd.org or 321-7140.