



Dear Administrators, Principals and Teachers,

The Oakland Education Foundation (the "OEF") is honored to offer our Teacher Grant Program each school year. This program is for teachers, administrators and/or staff of the Oakland Public Schools. Grants are for educational projects that align with the Common Core State Standards and enhance the learning process.

The OEF allocates a total of \$10,000 each year for the Teacher Grant Program for the Oakland Public Schools K through 8th grade. Funding will be given based on grant application needs and at the discretion of the OEF.

Together we can generate innovative, creative projects and bring excitement to our classrooms. Thank you for your participation in this program. We look forward to reading your application.

If you have any questions, please contact the committee at info@oefnj.org.

Regards,

Oakland Education Foundation Teacher Grant Committee



Teacher Grant Application

The Oakland Education Foundation (the "OEF") is an independent, non-profit organization made up of volunteers dedicated to advancing and improving our students' education. To further these purposes, the OEF has instituted a grant program (the "OEF Grant Program"), which will be made available to qualifying teachers, administrators and staff in the Oakland Public Schools (the "Grant Applicants"). The OEF has formed a committee (the "OEF Grant Committee"), which will serve as the liaison between the Grant Applicants and the OEF. Grant Applicants that are chosen to participate in the OEF Grant Program (the "Grant Awardees") shall be selected at the discretion of the OEF and the OEF Grant Committee.

Grant Guidelines:

1. The grants shall be used for projects ("Grant Projects") that are not already financed through the Oakland Board of Education budget.
2. It is encouraged, but not mandatory, that Grant Projects align with district literacy and/or technology initiatives.
3. Grant Projects shall **not include** after-school activities, field trips, purchasing of furniture for classrooms and/or funding of school transportation.

Grant Procedure:

1. Grant Projects shall be funded on a collaborative basis only. The collaborative grants shall include:
 - a. Building Grant: A grant funded for a team of teachers/staff within one building.
 - b. District Grant: A grant funded for a team of teachers/staff across the district.
2. The grant must be submitted by the application due date. See OEF website for dates.
 - Please note: All Grant Applicants may be asked to present their proposal in person to the OEF Grant Committee. Once the applications are submitted and reviewed, if applicable, the Grant Applicants will be notified of the date for presentation of their Grant Project.
3. All Grant Awardees shall submit a project report to the OEF Grant Committee, which shall be completed and submitted within 45 days of the conclusion of the Grant Project.
4. All Grant Applicants must complete a grant application as detailed on the attached and submit such application, along with all appropriate approvals, on or before the above submission deadlines.



Teacher Grant Application

Each OEF Teacher Grant Application must include the following:

1. A list of all teachers/staff that will be collaborating on or otherwise involved in the Grant Project and the name, phone number and email of the primary contact for the Grant Project.
2. A description of the Grant Project, which description shall include a detailed explanation of (a) how the Grant Project aligns with the Common Core State Standards and (b) the educational benefits the students will be receiving by participating in the Grant Project.
3. An explanation of how the idea for the Grant Project was developed.
4. A timetable for implementation of the Grant Project.
5. A detailed budget for the Grant Project, including backup documentation such as quotes, photos and/or brochures.
6. Any additional information or documentation that the Grant Applicant believes is necessary or appropriate to support the grant application.



Principal Approval

I, _____, principal of _____, have
[Principal] [School Name]

reviewed the grant application of _____, and approve
[Name of Primary Applicant(s)]

submission of said grant to the Oakland Education Foundation Grant Committee.

[Signature]

[Date]



Superintendent Approval

I, _____, Superintendent of Oakland Public
[Superintendent name]

Schools, have reviewed the grant application of

_____, and approve submission of said grant to
[Name of Primary Applicant(s)]

the Oakland Education Foundation Grant Committee.

[Signature]

[Date]



Technology Supervisor Approval

I, _____, Technology Supervisor of the Oakland Public
[Supervisor name]

Schools, have reviewed the grant application of

_____, and confirm that the proposed grant project is
[Name of Primary Applicant(s)]

compatible with current technology and the current infrastructure supports the proposed

grant project.

[Signature]

[Date]