

Memo

To: Rhode Island Public Middle & Junior High School Principals
From: The Champlin Foundation
Date: February 1, 2018
Re: Request for Proposals

Upon receipt, please circulate the following Request for Proposals to all potentially interested parties.

The Champlin Foundation's competitive grant program in the area of public secondary education will continue in 2018 and this year will focus **exclusively** on Rhode Island public middle & junior high schools. Only one application per school will be accepted and requests will be considered for amounts up to **\$100,000**. Any school that has a prior grant that remains open is **disqualified** from applying until such time that prior grant is completed and the required final Use of Funds Report has been submitted.

There are no forms to be requested from this office. Applications should be limited to one page, where possible, plus additional pages showing a proposed itemized budget as well as a project timeline (please note that successful applicants will receive funding in December 2018). **All applications must be signed by the superintendent, principal, and chairperson of the School Improvement Team.** A contact person and address must be **clearly** designated for further communications pertaining to an application and must include contact information during the summer as well.

Grant requests are limited to capital items such as classroom equipment, infrastructure and technology. Funding will be considered in the areas of art, science, English, foreign languages, mathematics, music, computer science, drama, physical education, vocational instruction, and school libraries as well as interdisciplinary initiatives. Applicants should be aware that we welcome applications related to advanced placement and honors level courses.

Applications must be developed around one clearly defined initiative and should address how the item(s) requested will advance it. Proposals containing multiple unrelated components or general needs will not be considered.

You will be advised on the status of your application in early September. If your school has been chosen for further consideration after initial review, a site visit will be scheduled at that time. Final decisions will be announced after our annual meeting in mid-November.

Questions regarding this program should be directed to Tim Gorham, Associate Director at 944-9200 ext. 114.

Applications must be postmarked no later than June 30, 2018.

The Champlin Foundation

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