**Educational Enrichment Grant (EEG) Criteria**

Headwaters invites applications through its Educational Enrichment Grant (EEG) program to continue the Rappahannock tradition of volunteer funding and advocacy for high quality education. The goal of this program is to inspire curiosity, creativity, and inquiry within students and school staff. Funding is primarily intended to benefit RCPS students and educators.

Applicants are encouraged to plan and apply at the beginning of the school year, but may initiate requests year-round as opportunities arise. Headwaters will promptly acknowledge, forward questions or requests for additional information, if required, and begin review after receiving a completed application.

Please submit a typed copy of your completed request to director@headwatersfdn.org. In order for a grant application to be considered complete, it must include responses to all questions, be in a typed format, and must be endorsed by your principal (details on page 3).

**What is typically supported through the Headwaters EEG program?**

* Materials, supplies, and/or resources to enhance and improve the classroom experience
* Program enhancement that meets curriculum guidelines
* Books (with the exception of core textbooks)
* Software programs
* One-time professional development courses for educators, with special consideration for courses that allow knowledge and materials to be shared with peers
* Parental engagement initiatives
* Guest speakers/educational assemblies
* Cost of admission to educational venues such as museums, galleries, historic sites, etc.

**What is** **not awarded** **through the EEG program?**

* Ongoing projects/activities
* Funds to support coursework toward a degree
* Travel costs for field trips or professional development courses
* Clothing and spiritwear (such as t-shirts) or sports uniforms
* Food items (unless they directly relate to the educational experience of the students)

**Typical Award Range**

The typical award range for Educational Enrichment Grants is $250 - $2,500. While funding for projects have occasionally gone beyond this amount, we recommend sticking within this range.

If you have a creative project that goes outside the typical award range listed above, you must call or email Headwaters Executive Director at (540) 227-5170 or director@headwatersfdn.org. If your project is approved to move forward, then you may proceed with this application process.

**Preference is given to EEG requests with a majority of the following attributes:**

* Initiated and submitted by RCPS educators/staff
* Stimulates curricular innovation, expansion, or diversity
* Includes as many students as possible without detriment to quality and effectiveness
* Extends opportunity to a diverse array of student ages, interests, talents, and/or needs
* Has potential for sustainable benefit to RCPS educational programs

**EDUCATIONAL ENRICHMENT GRANT APPLICATION**

Note: Please type or print, respond to all questions, and attach supporting materials.

Date:

Amount of EEG Request:

Name of Applicant(s) :

Applicant Email:

School/Position:

Grade Level(s)/Programs participating:

Curricular/program area(s) involved:

Total # students participating:

Activity Type/Description (assembly, classroom workshop, performance, competition, conference, field trip…):

Activity Dates/Duration:

Capacity for guest attendance from a Headwaters representative (*for requests such as field trips, performances, assemblies, etc*.): [ ] Yes [ ] No

**PLEASE ANSWER (supporting information may be attached to clarify or strengthen a request).**

1. Briefly explain your project and its objectives, and why you were inspired to write this grant request.
2. How does your project align with key academic standards?

1. How do your grant objectives and activities support educational growth and student engagement?
2. Is this activity likely to continue or repeat beyond grant expiration? Please note that Educational Enrichment Grants are one-time awards. If your project is likely to continue beyond the grant expiration, you will be responsible for seeking additional funding through other sources.
3. **PROJECT BUDGET:** Please provide a Budget Plan that details funding sources/amount and specifies how funds will be used.

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Signature of Applicant(s) Date

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Signature of Applicant(s) Date

**This portion must be completed by the RCES or RCHS Principal.**

[ ]  As principal, I have looked at the annual budget for my school and see no available funds to support the endeavor outlined in this application.

[ ]  As principal, I confirm that this project will not be a recurring grant request. If for any reason it is, the school is prepared to fund, or seek funding, for this in the future should it prove to be beneficial to teachers and students.

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RCES or RCHS Principal Signature **(REQUIRED!)** Date

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RCES or RCHS Principal Printed Name

**EDUCATIONAL ENRICHMENT GRANT APPLICATION
REVIEW GUIDELINES**

**UPON PROJECT COMPLETION** - please provide a final report to the Headwaters Executive Director. The report should include:

* Brief comments on the project (both positive or negative)
* Photographs of students and teachers engaged in the project
* Final budget report detailing all income and expenses for the project
* Any other evidence of quality and effectiveness of the learning experience
* Return any unspent funds to Headwaters

**Please send inquiries and completed
Educational Enrichment Grant Applications to:**

Amber Montgomery, Headwaters Executive Director

Email: director@headwatersfdn.org

Mailing Address: Headwaters, P.O. Box 368, Washington, VA 22747

Hand delivery: Headwaters office, Washington Schoolhouse, 567 Mount Salem Ave.

For further information, visit [www.headwatersfdn.org](http://www.headwatersfdn.org) or call (540) 227-5170

**Thank you for requesting an Educational Enrichment Grant
through the Headwaters Foundation ☺**