

JUNIOR AUXILIARY OF RUSSELLVILLE
(TAG) TEACHER AID GRANTS PROGRAM
COVER SHEET: 2023 - 2024

Name of teacher(s) submitting proposal: _____

Building: _____ Grade Level(s): _____

School Mailing Address: _____

Email: _____

Phone: _____ Best time to call: _____

Title of Proposal: _____

Funding Amount Requested: \$ _____

If Applicable, Partial Funding Amount: \$ _____

Building Level Administrator Approval: _____

- **Please read all criteria for funding carefully.**
- **Deadline is Friday, September 29, 2023**

JUNIOR AUXILIARY OF RUSSELLVILLE

TAG (TEACHER AID GRANTS) PROGRAM INSTRUCTION SHEET

The purpose of TAG is to enhance the educational programs of students in the Russellville School District through supplemental grants to certified staff. These grants will provide opportunities to implement educational programs which would not otherwise be possible due to limited funding.

TAG funds will be awarded based on the following criteria:

1. Proposals should be academically oriented. The proposals should support/enhance the school improvement plan. **(Please state HOW the project supports/enhances the school improvement plan.)** Consideration will be given to innovation ideas, teacher involvement, number of students impacted and longevity of the project. **The proposal must be approved by the building level administrator. If they approve the proposal, please have them sign the cover sheet.**
2. Existing projects will be eligible for funding (Note #3 below). Books and software will be eligible for funding when a detailed educational plan has been submitted. We are looking for hands-on activities rather than “book buying” without a detailed action plan outlining student involvement.
3. Rewards programs **will not** be funded.
4. Total budget for proposals should not exceed **\$800.00**. This amount is inclusive for one or more teachers. All costs needed to complete the project are to be included in the proposal.
5. The proposed budget(s) should include an itemized cost of all supplies needed (not general estimations). **If an itemized budget is not included with the proposal, the proposal will not be considered.**

If a proposal is selected and a grant is awarded, the funds should be encumbered within sixty (60) days of the award, and a report of the grant expenditures, with attached copies of the paid invoices, should be sent to Andrea Schwartz office by June 16 to be forwarded to the Junior Auxiliary representative. It shall be the responsibility of the teacher(s) receiving the award(s) and the building secretary(ies) to manage the funds and create the report(s). While it may be impossible to spend the exact dollar amount of the award(s), there should not be large balances left at the end of the grant period. If a teacher is unable to implement his/her proposal as intended and a significant amount of the award is not expended, he/she may be asked to return the funds to the Junior Auxiliary.

6. Proposal should not include items that can be easily attained. (Example: markers, school supplies, book binders, etc...)
7. Capital outlay items will not be funded, with the exception of unique innovative technology primarily utilized by students. (Example: TV, VCR, video camera, computer, furnishings, etc...)
8. Projects should be completed during one (1) school year.
9. Proposals should be typed, using the designated form. **Name of school (for the elementary schools) and personnel should not appear anywhere on the proposal except for the cover sheet.**
10. The deadline for submitting proposals is Friday, September 29. All proposals must be in Andrea Schwartz or MaryBeth Cox’s office by 3:30pm on that date.
11. **GRANT AWARDS:** will be announced Friday 10/6/23 via email to Offices of Andrea Schwartz and MaryBeth Cox. Junior Auxiliary members will deliver awarded funds to the office for disbursement.

12. Results of projects awarded will be shared by:

- a. A written report to Junior Auxiliary member assigned to project to include:
 - a. Detailed report outlining how this project was a benefit to the class,
 - b. expense report, with attached invoices/receipts, and
 - c. minimum of 5 pictures of project in action.
- b. A Junior Auxiliary member will be assigned to each project funded and noted on award letter. It is the responsibility of the teacher to contact and provide written report as indicated above.

Questions or comments about Teacher Aid Grants (TAG) may be directed to the Junior Auxiliary TAG chairman, Jamie McAnulty at 479-858-1722 (cell) and/or DeAnn Poland at 479-886-2995 (cell), or rslvja.community.education@gmail.com.

Each proposal will be reviewed by the Junior Auxiliary TAG Chairman to insure it meets the necessary criteria before submitting to the TAG Committee. Proposals failing to meet the criteria will not be considered by the committee.

The TAG Committee of the Russellville School District will consider each proposal and recommend its approval or disapproval to the Superintendent of Schools. The Superintendent of Schools will review and make the final approval or disapproval of each project.

JUNIOR AUXILIARY OF RUSSELLVILLE

TAG APPLICATION: 2022 - 2023

(Please exclude any information that identifies your name or school)

Title of Proposal: _____

Funding Amount Requested: _____ # of Students Served: _____

Level: Elementary _____ Secondary _____

Each application requires the following information:

[Please state **HOW** this project supports/enhances your school's improvement plan]

Need:

Objective:

Action Plan:

Evaluation:

Please attach a separate itemized budget. Be sure to include shipping and/or tax

If this project is selected as one to be funded but not funded at the full amount, indicate what partial funds would be needed and how those funds would be useful to implement this project.

JUNIOR AUXILIARY OF RUSSELLVILLE
TAG EVALUATION RUBRIC

Proposal Title: _____

- All components met are met.
- Building level administrator has approved.

Criteria	1 Low	2	3	4 High
The project is academically oriented. (Enhances and/or supports the school improvement plan)				
The proposal: Reflects Best Practices -or- Is Innovative in Nature.				
The proposal is communicated clearly and concisely.				
The project: Affects a broad base of students -or- Could be used multiple years.				
The project has the potential for creating a lasting impact on the students.				
Clear steps for evaluating effectiveness.				

TOTAL POINTS: _____

COMMENTS: