

APPLICATION FOR THE SPRING 2019 MOSCOW EDUCATION FOUNDATION (MEF) GRANT

GENERAL INFORMATION:

Applications for the Spring 2019 academic year will be accepted until midnight on Monday, March 18, 2019. Completed applications should be submitted electronically to president@moscoweducationfoundation.org. Applicants must use this form for submission and follow all directions carefully. Incomplete or late applications will not be considered. Applicants will be notified of the MEF Board's decision by March 27, 2019. Ten+ grants of \$500 or less may be awarded.

Applicants who receive a grant must submit a Project Completion Report within 30 days after the project's completion. The evaluation form is online at www.moscoweducationfoundation.org.

This Application Form consists of five components:

1. Grant Application Overview
2. Project Description
3. Timeline
4. Personnel Involved
5. Budget

Selection Criteria:

1. The project's goals are in agreement with the Foundation's mission: The Moscow Education Foundation, Inc. exists for the purpose of academically enriching students of Moscow School District #281 through support of student academic programs. The Moscow Education Foundation, Inc. works to achieve this goal by encouraging active participation of parents and friends of education in the Moscow Education Foundation programs and in concentrated support for academic endeavors, working closely with the teachers, principals, superintendent, and Board of Trustees of the Moscow School District.
2. The project enriches student learning in original, creative, and innovative ways.
3. The project supports or extends the educational program and promotes students' academic success.

Considerations:

1. Grant applications will be read by Moscow Education Foundation Board members and need to be clearly and concisely written.
2. Projects should involve all students as much as possible. Student participation is key.
3. Grants may be used to pay experts and speakers who work with students.
4. Projects may be co-funded with other granting agencies or with PTO funds.
5. Projects may incorporate different curriculum areas, such as using literature to enhance the math program, or may involve students at various grade levels.
6. Only one grant submission per teacher will be considered by the MEF each academic year.
7. Non-fundable requests include teacher release time, salaries, clothing, and/or food for celebrations.
8. Applications requiring purchase and/or use of technology-related equipment must be approved by the principal and any other district-required personnel prior to consideration.
9. Please allow enough time for acquiring all needed signatures in accordance with district and Moscow Education Foundation protocols.

MEF APPLICATION FILL-IN FORM

Grant Application Overview

First and last name of primary grant applicant:

Date of Submission:

Title of proposal:

Curriculum area(s) of proposal:

Number of students expected to participate in the project:

Grade level(s):

Total dollar amount requested:

Contact Information

School:

Position:

Email:

Work phone:

Home phone:

Project Description

The proposal description should address each of the following areas:

1. Summary: Write a two to three sentence description of the project. Note: The Foundation reserves the right to edit this summary as needed for information and dissemination purposes. Specify if this is a new or continuing program. If continuing, discuss progress and impact to-date.
2. Purpose of the project: Explain the purpose of the project and identify the specific learning objectives to be accomplished. Briefly describe details of the project, including how the project will be implemented and proposed activities. Include a clear description of the innovative and creative aspects of this project and how students with different learning styles will be engaged. Please be **thorough but concise**.
3. Evaluation: In one or two paragraphs, describe how you will assess the success of the project at its conclusion and clearly identify the methods for evaluation. Describe how you will evaluate changes in skills, behaviors, and/or attitudes. Student feedback is encouraged.
4. Sustainability (if applicable): In one or two paragraphs, describe how you will continue the project beyond the scope of this grant.

Timeline

List specific steps and anticipated target dates to document your progress, including starting and completion dates. Include time for review of software, books, or curriculum, if necessary. An evaluation of the project must be submitted to the MEF Board within 30 days after completion in order to be considered for additional grants in future years.

Personnel Involved

List key personnel involved in the implementation of this grant. Include name, position, and role in the project (be specific).

Budget

A detailed budget is mandatory for the project to be considered for funding. Include budget information for all items needed for the project including, but not limited to, materials, supplies, equipment, entry fees, transportation, and/or consulting services. List each item, including name, cost, and any additional funding sources.

It is expressly understood and agreed that the applicant will use grant funds strictly in accordance with the original grant proposal. In the case of misuse of funds, the Foundation shall have the absolute right to complete recovery of all dollars awarded. If the applicant needs to make minor revisions to the proposal, written permission must be obtained from the Board of Directors.

If you have questions, please contact Cindy Bechinski by email or phone:
president@moscoweducationfoundation.org or call 208-874-8060.

Applicant's Signature: (Type in name—this will serve as your signature.)

Date:

Principal's signature indicates his/her review of the proposal, agreement that the proposal would represent an appropriate use of educational funds, and willingness to support implementation of the grant if funded.

Principal(s) signature: (Principal will type in name—this will serve as her/his signature.)

Date:

Other Required Signatures: (Signatures listed denote acceptance of the terms of this grant.)