



APPLICATION FOR 2023-2024 MOSCOW EDUCATION FOUNDATION (MEF) GRANTS

GENERAL INFORMATION:

Applications for academic year 2023-2024 grants will be accepted on a more flexible schedule than in prior years. Teachers or principals should submit applications as needed. We will review all applications as we receive them. Completed applications should be submitted electronically to mefgrants@moscow.com. 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 within a week to ten days of submission. Ten+ grants of \$750 or less may be awarded.

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, furniture, 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. Specify if this is a new or continuing program.
Note: The Foundation reserves the right to edit this summary as needed for information and dissemination purposes.
2. Purpose of the project: Explain the purpose of the project and identify the learning objectives to be accomplished. Briefly describe details, including proposed activities. Include a description of the creative aspects of this project and how students with different learning styles will be engaged. Please be **thorough but concise**.
3. Evaluation: Describe how you will assess the success of the project at its conclusion. Briefly share how you will evaluate changes in skills, behaviors, and/or attitudes. Student feedback is encouraged.
4. Sustainability (if applicable): Describe how you will continue the project beyond the scope of this grant.

Timeline

Identify anticipated starting and completion dates.

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 specific budget information for all items needed including, but not limited to, materials, supplies, equipment, entry fees, transportation, and/or consulting services. List each item, including name, cost, shipping, 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 John Pool by phone (208-883-8409) or email: jpool@moscow.com

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

Other Required Signatures: Please attach a PDF of the district grant approval form with all required signatures.