

Masconomet Education Foundation Grant Request Form

The Masconomet Education Foundation (MEF) is an independent, non-profit, 501(c)(3) organization dedicated to funding initiatives to promote educational excellence and innovation within the Masconomet Regional School District. Our funding program provides money for initiatives which support innovation in the classroom and curriculum enrichment.

Project Title: _____

Grant Amount Requested: \$ _____

Date Requested: _____

Applicant Information:

Name: _____

Position and School: _____

Email/Phone: _____

Collaborators: _____

Project Information:

Project Description: Please provide a brief description of your proposed project and how it ties into MEF's mission:

Items needed for this project: _____

Grade Level _____ **Number of Students Impacted:** _____

Timetable: Start Date: _____ End Date: _____

Detailed Budget: Please provide a detailed budget for funds being requested from MEF.

	MEF Funds	Matching Funds	School Budget Funds
*Consumables			
*Equipment			
Guest Speakers			
Registration/Trainer fees			
Total			

**All materials and equipment funded through the MEF grant are property of the Masconomet Regional School District.*

Can project proceed with partial funding from MEF? **yes** **no**

Explain any changes in the scope of the project and/or the objectives to bring down cost:

Conditions:

- Work with MEF to obtain publicity pictures for this project. Ensure all school publicity for this project includes mention that funding was provided by MEF.
- Provide receipts and appropriate documentation for the budget report
- During the project, provide an interim report if requested
- Complete the Grant Follow-Up report regarding how grant money was used and success of the project

Approval Procedure:

This grant must get approved with the following signatures in order to be funded by MEF. It must be approved by the appropriate Principal and the Superintendent, and then the MEF President. MEF will then determine if funds are available for this grant as well if it fits within the scope of our mission statement.

1. Middle School Principal Signature: _____

2. High School Principal Signature: _____

3. Superintendent Signature: _____

4. MEF President Signature: _____

_____ **accept**

_____ **reject**