



MEF Grant Application Guidelines

Eligibility: MEF Grants are open to all Masconomet School teachers or teams of teachers to support innovative and creative projects. Grants must support at least one of MEF's initiatives:

- **21st Century Classrooms:** Consistent with system-wide goals and priorities including interactive teaching, and learning experiences and technologies helping educators focus more on teaching and students concentrate more on learning.
- **Global initiatives programs** that aim to prepare our students for their future as leaders in the new and evolving global economy.
- **Support for collaborative efforts** among teachers, administrators, parents, and community groups.

Funding Amount: Grants will award up to \$1,000.

Grant Application: Go to www.masconometeducationfoundation.org to download grant application form or utilize this word document's following two (2) pages.

Send completed grant applications to Olga Langlois at olanglois@masconomet.org

Submittal Deadline: March 30th

Grant Approval Process: School Administration will review and make final decision to submit grants to the MEF Board. The approved grants will then be reviewed and voted on by at the April MEF board meeting. Grants will then be announced after the approval process is successfully completed.

Announcement of Grant Recipients: The MEF Board will contact recipients in May. Awarded grants must be completed by the end of the next school year (e.g. May 2014 grants are utilized during 2014-15 scholastic year).

Examples of Past Approved Grants: Collaboration with Harvard focusing on Biopsychology studies; Arduinos microprocessors; Technology supporting Flipped Classroom, Doceri, Digital Drawing Tools & online learning opportunities; Student Poetry Day; Publishing Foreign Language Poetry books; Pen Pal Program collaborating with Greater Lowell students; Web-based Student Response System.

Ineligible items: Professional development certification not tied to or for implementation of a submitted grant item; Continuous trials of technology that should be included in the school's budget; cut budgeted items that do not meet MEF's initiatives; or replacement of existing classroom supplies.

**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, curriculum enrichment, the training of teachers and school-community collaboration.

Project Title: _____

Grant Amount Requested: \$ _____ (Max \$1,000.00)

Applicant Contact Information:

Name: _____

Position and School: _____
(teacher, curriculum coordinator, parent, etc.)

Email/Phone: _____

Collaborators and roles: _____

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

Need for this project: _____

Grade level / Number of Students: _____

Number of teachers or parents needed: _____

Timetable: Start Date: _____ End Date: _____ Final Report Submitted: _____

Major activities or events planned around this grant:

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 Masconomet Educational Foundation to arrange publicity. Please take pictures!
- 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:

The following signatures must be obtained in order to be funded by MEF Grants must get approved. Grants must be approved by the principals and superintendent first and then reviewed by the MEF board. MEF will then see if funds are available for this grant as well if it fits within the scope of our mission statement. Some additional fundraising may be needed before the grant is approved.

1. Middle School Principal Signature: _____
2. High School Principal Signature: _____
3. Superintendent Signature: _____
4. MEF President Signature: _____

MEF Grant Deadlines: Annual Cycle- Grant must be submitted by March 30th

____ **accept** ____ **reject**