

**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: _____ **Date Requested:** _____

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

Applicant Information:

Name: _____

Position and School: _____

Email/Phone: _____

Collaborators and roles: _____

Project Information:

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: _____

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 and forward to info@masconometeducationfoundation.org within one month of project completion!
- 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.

- Middle School Principal Signature: _____ Date: _____
- High School Principal Signature: _____ Date: _____
- Superintendent Signature: _____ Date: _____
- MEF President Signature: _____ Date: _____

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

____ accept ____ reject