

# **The Medway Foundation for Education**

## **2010-2011 Annual Grant Application Package**

*Please return to:*  
**MFE Annual Grant Committee**  
**Superintendent, Medway Public Schools**  
**45 Holliston Street**  
**Medway, MA 02053**

**Deadline: May 20, 2011**

## **Introduction**

The Medway Foundation for Education (MFE) is a non-profit community foundation chartered to fund innovative educational programs for Medway public school children. The total amount of funds available for a given year depends upon the success of MFE's fundraising and investments. The Foundation may allocate up to 75% percent of funds raised each year for grant awards.

This packet provides guidelines to the Foundation's annual grant process and a copy of a grant application. By following the guidelines, procedures and deadlines outlined in this packet, you will ensure that your application receives proper consideration.

## **What do MFE grants support?**

Medway public school faculty and administrators, parents, students, and community members may apply for funding in support of enrichment projects that benefit Medway public school students. MFE funds a broad range of projects, from those that focus on traditional academic subjects, to others in the visual and performing arts, and still others that promote multi-cultural and community learning experiences. Descriptions of recent grants from other town foundations may be found on the MFE web site at <http://www.medwayeducation.org>.

MFE-funded programs should enhance, but not duplicate, the standard public school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the curricula in a meaningful way. The Foundation encourages projects that demonstrate a partnership between teachers, schools and disciplines. MFE grants do not underwrite basic school needs. If you have questions about whether your project would merit consideration by the MFE Annual Grant Committee, feel free to contact Diane Consigli (533 - 4219), email [consigli@comcast.net](mailto:consigli@comcast.net) or Christine DeCristoforo (533-5877 - [c.decristoforo@comcast.net](mailto:c.decristoforo@comcast.net)) Co-Chairs, for clarification.

## **Who decides whether a project gets funded?**

The MFE Annual Grant Committee reviews grant applications each March. The Annual Grant Committee is a diverse group, comprised of 10 members. In June, the Committee makes funding recommendations to the MFE Board of Directors, which votes on whether to approve these recommendations. The Grant Committee may choose to offer partial funding at its discretion. The Foundation encourages collaborative funding and invites applicants to seek partial or additional funding from other sources.

## **What makes an annual grant application successful?**

- The application must be complete and comply with deadlines. It should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators. It must include all authorizing signatures.
- The proposal should demonstrate creativity and innovation in educational programming and target a significant number of Medway school children.
- The project may seed an initiative that could be later replicated in other schools or grades or expanded as a large grant, promising to benefit students in future years.
- The proposal may be a collaborative effort between educators, schools, parents or others to reach children in multiple classrooms, grade levels or schools.

- If the proposal includes a request for equipment funding, the application should detail an educational program in which the equipment would be used. Technological hardware requests need to be pre-approved by Medway Schools' Director of Media and Technology Services.
- The proposal should provide a plan for additional non-MFE funding, if necessary.
- The applicants agree to account for and report on the project once funded.
- The proposal should not seek repeat funding for a previously approved project or retroactive funding for an existing project.
- The proposal should not seek funds for transportation or substitute teachers.

### **The Process**

The following deadlines will apply for the coming year:

**May 20, 2011** - Closing date for grant applications. Applications may be sent or hand-delivered to the Superintendent's Office by 4 p.m.

**June 7, 2011** - Annual Grant Committee meets to determine which proposals should be funded.

**June 10, 2011** - Awards announced and publicized.

**June 1, 2011** - Final reports due to MFE for annual grants awarded in June 2010.

**MFE ANNUAL GRANT APPLICATION FORM**

*(Must be typewritten)*

Project Title: \_\_\_\_\_

Amount of funding requested from MFE: \_\_\_\_\_

Applicant name(s) and association with school(s): \_\_\_\_\_

School(s)/groups targeted for grant: \_\_\_\_\_

Approx. # of students impacted: \_\_\_\_\_

Project Leader(s): \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Abstract of Grant:**

*Please summarize the project in 250 words or less on this page. You may provide additional narrative on a separate sheet of paper, if needed.*

Benefits

*Please describe the benefit to Medway Public School students. How many children will be impacted? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.*

Details of Proposed Project

*Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum area. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.*

Proposed Schedule

*Describe the project's timeline, including start and completion dates.*

Specific Methods of Evaluation

*How and when will you measure the project's success? Describe the methodology you plan to employ.*

Additional Comments

Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. *If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests should be reviewed and approved by the School Department's Director of Media and Technology Services, to ensure compatibility.*

If stipends are requested, please identify the person(s) receiving a stipend and their affiliation with Medway Public Schools. Standard NPS stipend rates should be used. The Medway Foundation for Education does not provide funding for substitute teachers or transportation. If either will be required to implement your project, please indicate the funding source that will underwrite those costs.

MFE encourages partnerships with other funders. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

Project Title: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Total MFE Funds Requested: \$ \_\_\_\_\_

<u>Expense Category</u>	<u>Amount Requested from MFE</u>	<u>Amount(s) Requested from Other Sources</u>	<u>Total Project Funding</u>
<u>Stipends</u>	_____	_____	_____
<u>Materials</u>	_____	_____	_____
<u>Equipment</u>	_____	_____	_____
<u>Fees</u>	_____	_____	_____
<u>Other (Specify)</u>	_____	_____	_____
<u>Total</u>	_____	_____	_____

Sources and amounts of non-MFE funding

<u>Funding Source:</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Signature(s) of applicant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Comments and Signature of Principal(s) and/or Superintendent:

---

---

---

---

Comments and Signature of the Director of Media and Technology Services (if requesting funds for technology equipment)

---

---

---

---

**Annual Grant Application Form  
Commitment Letter**

Project Title: \_\_\_\_\_

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all Medway Foundation for Education funds expended as part of this grant.
- Submit a final project report within thirty (30) days of completing this grant, but no later than June 1, 2011.
- Secure appropriate media opportunities within the school, with other schools in Medway, the business community, the larger Medway community and elsewhere.
- Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to your MFE Grant Liaison or one of the Annual Grant Committee Co-chairs.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Note: Final Annual Grant Report Forms will be sent with grant award letters.

Applicant(s) signature(s):

---

---

---

---

---

Date: \_\_\_\_\_

Principal(s) and/or Superintendent signature(s):

---

---

---

---

---

Date: \_\_\_\_\_