

**MOLINE PUBLIC SCHOOLS FOUNDATION
EDUCATIONAL GRANT APPLICATION - 2018**



MPSF ALLOCATIONS POLICIES

- All grants must be submitted by the published deadline in order to be considered for the upcoming school year.
- Monies awarded must be spent during the school year in which they are awarded.
- Grants are to be awarded for projects that further academics and are anticipated to have a direct educational impact.
- Grant requests are evaluated and recommended by the Allocations Committee, approved by the Board, and awarded to the teacher(s) requesting the funds for specific item(s), therefore grant monies can only be spent on behalf of the teacher(s) requesting the funding and on item(s) specified in the grant award notification letter. Grant monies cannot be expended for purposes other than those specifically approved by the Board. If any awarded grant becomes infeasible, impractical or unviable, all grant monies must be returned to the Moline Public Schools Foundation. Returned funds will be added to the funds to be awarded for the following year.
- Grants are awarded to the teacher(s) requesting the funds. If a teacher changes schools and remains in the Moline School District, the teacher may use the funds for the specified items/program at the new school upon consent of both the prior and current principals. Otherwise, the funds must be returned to the Moline Public Schools Foundation. Returned funds will be added to the funds to be awarded for the following year.
- Committee members will abstain from scoring grants if they have a child in the classroom of the teacher requesting the grant or if they are a teacher or administrator employed by the District and awarded funds will provide a personal impact.
- Prohibited Uses: Grants are not awarded for personnel, food, staff training or transportation costs, furniture or athletics that do not have a direct educational impact.

INSTRUCTIONS

The Moline Public Schools Foundation appreciates your participation in our grant application process. Each qualifying application will receive consideration and we look forward to reviewing your request.

Please note that your application must be complete to receive consideration. Before submitting your application, please ensure you have completed each of the four (4) sections of this application:

- SECTION I: Contact Information, Brief Description, Principal's Statement of Support and Signatures**
- SECTION II: Project Description**
- SECTION III: Estimated Budget and Use of Funds**
- SECTION IV: Terms and Public Recognition**

Once you have completed your application, submit your application electronically to MPSFAllocations@gmail.com by 4:30 pm on April 6, 2018. Thank you!

SECTION I
Contact Information, Brief Description, Principal's Statement and Signatures

Applicant's Name(s): _____

School(s) / Position(s) / Grade(s): _____

Phone Number: _____

Email Address: _____

Project Title: _____

Brief Statement of the Project:

Number of Students Your Grant Will Impact: _____

Total Funds Requested: _____

Applicant's Signature _____

Principal's Statement of Support (may be separate attachment):

Principal's Signature _____

SECTION II Project Description

Please describe the project you propose to undertake if your grant request is approved. Use as much space as necessary; please do not feel limited by the space below. For your assistance, please reference the grant rubric which provides guidance as to how grants will be evaluated.

In the event your project includes the purchase of literary materials, we suggest you confer with your literacy coach.

Please include the following:

- A description of the project
- A description of the problem to be addressed by the proposal
- The source of this idea, and whether you have experience related to this idea
- How the project will be implemented
- The expected impact on students
- Will implementation of your project be dependent upon something other than funding? If so, please describe
- The start date, length and completion date of the project, if applicable
- If materials (i.e., books to be taken home for family reading) or equipment (i.e., iPods) are of a nature that make them challenging to secure, please indicate how such items will be safeguarded
- If you have conferred with your literacy coach, please include a statement to this effect

SECTION III
Estimated Budget and Use of Funds

Please provide as much budget detail as possible. It will facilitate the evaluation of your grant request if materials are itemized. An Excel file is available for your use that can be used to indicate the project budget and partial funding options. Use of the budget sheet is strongly encouraged, especially if partial funding is to be considered.

If your grant includes any items related to technology the following is required:

- **Documentation illustrating that Ed Tech was consulted must be included, such documentation should include:**
 - **An Ed Tech price quote;**
 - **A statement that proposed technology is compatible with the existing technology systems; and**
 - **Items acquired will take advantage of district pricing agreements.**
- **For all purchases:**
 - **District vendors need to be used whenever possible.**
 - **Please include quote sheets when available.**
 - **If you can utilize partial funding please indicate which items would be purchased if partial funding were provided.**
 - **Sales tax should not be paid on any items, as the school district is exempt from Illinois sales tax**

Please note that grant guidelines exclude funding for personnel, meals, staff training and transportation costs.

Instructional materials: _____

Equipment: _____

Shipping & Handling: _____

Other: _____

Total: _____

Partial Funding:

I will accept partial funding, should full funding not be available:

() YES () NO _____

If partial funding is granted, how will this impact your plans? What percent of partial funding would be useful? **If this question is not addressed partial funding will not be considered.** If you are requesting consideration for partial funding, please complete the partial funding column on the budget sheet (insert a percentage at the top of the partial funding column)

Please indicate if (and when) you have previously:

- Requested MPSF funding for this idea

() YES () NO Year(s): _____

- Received MPSF funding for similar or related projects

() YES () NO Year(s): _____

- Requested funding for this idea from other sources (note: answering yes will NOT limit your ability to receive funds from MPSF)

Request: () YES () NO Year(s): _____ Source(s): _____

() YES () NO Year(s): _____ Source(s): _____

Received: () YES () NO Year(s): _____ Source(s): _____

() YES () NO Year(s): _____ Source(s): _____

SECTION IV
Terms and Public Recognition

Acceptance of funding from MPSF indicates your willingness to:

- Provide public recognition of funding during the use and life of the grant (see below)
- By no later than May 1, 2019, provide information on the use of your grant to MPSF over the next year via completion of a short project report, which will include:
 - How the grant monies were used (which can be satisfied with a copy of the district purchase order)
 - The number of students benefited
 - Questions related to the effectiveness and outcomes from the project

Please note that the funds granted must be spent before May 1, 2019.

Keep in mind that the purpose of providing public recognition is so that the public recognizes that MPSF helped to make the item/program available in order to encourage them to consider future donations and support so that others may benefit. Recognition that will effectively reach a large audience is preferred.

Please describe how you would provide public recognition: