



Marlborough Education Foundation, Inc. 2020 - 2021 Grant Award Guidelines and Application

The Marlborough Education Foundation, Inc. an independent, community-based, non-profit corporation is pleased to announce its twenty-second annual grant cycle. Its mission is to obtain funding for new programs and educational resources which complement existing curriculum goals and enhance educational opportunities for students in the Marlborough Public Schools.

Grant applications are available on line at www.mefonline.org.

Priority will be given to proposals which:

- Indicate that they will significantly enhance the educational process
- Have a direct and immediate impact on the largest number of students
- Are not typically funded by the school budget
- Employ innovative methods/techniques to inform and educate
- Will yield material that can benefit future students
- Are representative of various school sites, based on requests submitted

PLEASE NOTE THE FOLLOWING REGARDING CERTAIN TYPES OF REQUESTS:

Trade books:

Requests for funding to purchase trade books to begin and/or supplement a classroom library will not be considered. MEF will, however, accept grant applications requesting funds to purchase trade books in other instances. Applicants should first confirm that requested books are not available in school library. Proposals that propose purchasing trade books to be used in innovative programs are always welcome. For example, a request for funds to purchase sets of books to be used to initiate a new reading program, book club, literacy group, etc. meets MEF's grant criteria.

Teacher services:

MEF grant monies will not be awarded to pay for staff member's teaching time. For example, requests for funds to pay teachers to work with students in an enrichment course or to present and teach information or materials to coworkers will not be considered. Applications requesting funds to cover training classes and/or professional development courses that meet MEF grant criteria may be considered

Consumable materials:

Consumable materials will not be funded with MEF grant monies. Please do not request funding to purchase food items, office supplies or prizes and awards. Local merchants often donate items such as these and the applicant should pursue this avenue. Proposals that can sustain themselves beyond the current grant cycle by benefiting future students are always given priority.

Field Trips:

Field trips will not be funded.

Scope:

Individual awards are expected to range from \$200 to \$2,000, but all requests will be considered.

Eligibility:

Any member of the Marlborough Public Schools educational or administrative staff is eligible. Individual and collaborative efforts will be considered.

Application Process:

Applications are available online at www.mefonline.org, or by contacting one of the board members listed below. A completed budget estimate must be included with each application submitted. Projects must be completed by August 31, 2021. ***Prior to submission of applications, grant applicants are requested to have their application reviewed by their building principal.***

Disbursement of Funds:

Doug Dias in the District Finance office will coordinate the purchase of approved grant items. All grant recipients should contact him so the district can fulfill your grant awards. Vendor quotes (including shipping costs) should be obtained and submitted as support for disbursement requests.

Deadline for Proposals:

Completed applications need to be postmarked by **Wednesday, January 13, 2021.**

TWO (2) copies of the completed application should be mailed to:

Marlborough Education Foundation, Inc.
P.O. Box 5824
Marlborough, MA 01752

Notification of Awards:

Grant recipients will be notified by **Friday, January 22, 2021.** A formal announcement of the grant awards will be made at the **School Committee Meeting on January 26, 2021.** Recipients of grants are asked to virtually attend the meeting to be introduced. A link will be provided to them to for this purpose. **Funded projects must submit a final report within thirty days of completion, detailing the project's activities, achievement versus project objectives, and expenditures.**

Future funding could be impacted if final reports are not submitted.

If you have any questions regarding the application or guidelines, please feel free to contact any one of the following board members:

Valerie Cowan (508-481-0008 vlcowan@comcast.net)

Michael Brossi (508-460-1755, michael@brossters.org)



Marlborough Education
 Foundation
 P.O Box 5824
 Marlborough, MA 01752
 www.mefonline.org

GRANT ID: _____

GRANT APPLICATION COVER SHEET

TITLE OF PROJECT: _____

START & END DATES OF PROJECT: _____

TOTAL AMOUNT REQUESTED: _____

PRIMARY APPLICANT/CONTACT:

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E- MAIL: _____

SIGNATURE: _____

OTHER APPLICANT:

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E- MAIL: _____

SIGNATURE: _____

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E- MAIL: _____

SIGNATURE: _____

NAME: _____ POSITION: _____

ADDRESS: _____

TELEPHONE: _____ E- MAIL: _____

SIGNATURE: _____

(attach a separate sheet if necessary)

Marlborough Education Foundation, Inc.

Grant Application

Project Title: _____

Amount Requested: _____ Grade Level(s): _____

Provide a 50 word summary description of your project. This will be used for all press releases.

Give a detailed description of your project. Include specific goals for the project.

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Marlborough Education Foundation, Inc.

Grant Application

How will your project complement existing curriculum goals and enhance educational opportunities? Will the project sustain itself beyond the current grant cycle? If so, please explain how.

Approximately how many students and teachers will participate in this project? Indicate if the project can be shared across grade level, across schools, or among staff.

Provide a timetable for your project, including starting and completion dates, major activities, and events.

How will you determine whether your goals have been met? State desired objectives and methods for evaluating success.

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Grant Application

Detail your project budget request. If an exact cost is unknown, please give an estimate and note that it is an estimate. Group budget items by category (e.g. consultant fee, equipment, honorariums, registration fees, consumable materials, textbooks/reference etc.) All equipment purchased for the project will remain the property of the Marlborough Public Schools at the completion of the project. Use additional sheets as needed. **Do not forget shipping costs. The foundation is tax exempt.**

Examples:

<u>Budget Item</u>	<u>Supplier/Provider</u>	<u>Quantity/Cost</u>	<u>Total Cost</u>
<u>Equipment:</u> Ph Meter	Flinn Scientific	2 / \$250.00	\$500.00
<u>Textbooks/reference:</u> Language Structure (text)	Houghton - Mifflin	8 / \$23.44	\$187.52
Total Project Cost			\$687.52

Budget Detail (attach extra sheets as needed):

<u>Budget Item</u>	<u>Supplier/Provider</u>	<u>Quantity/Cost</u>	<u>Total Cost</u>

