

Mt. Pleasant Public Schools Education Fund Grant Information and Scoring Guide

Thank you for your interest in the Mt. Pleasant Public Schools Education Foundation Grant Fund. Please take a moment to read the information below before completing the application form.

Purpose: The MPPSEF shall grant limited funds for 2015//2016 school year projects not otherwise funded by or considered a normal responsibility of the district. Projects should directly benefit student learning. The size and number of grants to be given is governed by funds available and Board decisions.

Project Amount: Individual awards will not exceed \$500.

Project Criteria and Guidelines:

- Grant applications must be submitted by a certified staff member of Mt. Pleasant Public Schools using the form provided by MPPSEF;
- The request must relate to education or educational objectives of the Foundation and support the Mt. Pleasant Public Schools' Strategic Plan;
- Recipients will be asked to provide information to the MPPSEF Board following the use of the grant award funds. Ideally we will be looking for feedback about the project and how the funds were used to support learning in the classroom, including photographs and/or videos. This information may be used for community awareness, budget prioritizing, and marketing.

Funding:

- Awards will be granted solely at the discretion of the Mt. Pleasant Public Schools Education Foundation.
- This grant may be used in conjunction with other sources of funding.
- Grant funds are for use during the 2015/2016 school year; there will be no carryover of funds.
- An application for additional funding may be made to sustain the same project a following year. The application will be considered as a new request.
- Expenditure of funds must follow all Mt. Pleasant Public Schools purchasing guidelines. Further instructions will be included upon approval.
- All grant requests that have an impact toward the facilitation of learning in the classroom will be considered. However, preference will be given to those projects that will have a lasting impact.

Project Submission:

Completed Grant Application and Project Proposal must be submitted by May 1.

Mail applications to:

MPPSEF Grant Committee, 720 N. Kinney Ave., Mt. Pleasant, MI 48858

Project Approval Process:

- Deadline for submission of grant applications is May 1.
- Recommendations will be made to the MPPSEF Board of Trustees by the regularly scheduled June meeting.
- Notification of awards will be sent by email to the MPPS Superintendent, MPPS Chief Financial Officer, MPPS Board of Education and all MPPS staff in June.

**Mt. Pleasant Public Schools Education Fund
Grant Application**

Grant title (short, one-line descriptor):

Requested dollar amount:

Name of applicant(s):

Position and school of applicant(s):

Daytime phone number(s):

Email address(es):

By submitting this grant application, I understand that any funds not expended for the items listed in the award will be retained by the MPPSEF.

I further understand that I must provide the MPPSEF with documentation that demonstrates how the funds were used. Such documentation might include photographs of students participating in the project, examples of students' work, etc.

Any publicity about or promotion of the project must include a notation that the project was supported in whole or part by the MPPSEF.

Applicant Signature(s) /Date

Building Principal Signature/Date

Director Signature/Date (if required)

**Mt. Pleasant Public Schools Education Fund
Project Proposal**

- ❖ **Title of Project:**

- ❖ **Description of the project, including**
 - **Specific goals**
 - **Timeline**
 - **Number of students involved**

- ❖ **Brief explanation of how this project will benefit students and how the project directly supports the district strategic plan and/or grade level/course content expectations.**

- ❖ **Project Budget (Maximum award \$500)**

Please provide as much detail as possible regarding how the funds requested will be spent. Include suppliers' names and shipping costs where applicable.

- ❖ **Describe any impact this project will have on the school budget (maintenance, technology, consumable supplies, etc.)**

- _____
- Building Principal Signature

- ❖ **Will other funds be necessary to implement this project/activity? If yes, have those funds been obtained?**

- ❖ **Describe how you will document the success of this project.**

Mount Pleasant Public Schools Education Fund Grant Scoring Guide

Project Name: _____

Person Responsible: _____

CLARITY OF PURPOSE	Total Points 20			
The project has a clear purpose and goals are specific, clear and linked to MPPS goals/strategic plan. Points are based on how clearly all requirements of the grant are addressed.	5	10	15	20
FEASIBILITY	Total Points 20			
The project makes sense and can be done in the timeline proposed. Project is achievable in nature and follows the requirements of the grant application.	5	10	15	20
REALISTIC BUDGET	Total Points 10			
Budget is thought out and fits monetary expectations. All costs are clear, specific, detailed and realistic.	2.5	5	7.5	10
IMPACT ON EDUCATIONAL SUCCESS	Total Points 20			
The project is likely to have a strong, positive and lasting impact on the school or students. This project stands out as one of the top proposals reviewed to directly impact student learning.	5	10	15	20
SUSTAINABILITY	Total Points 10			
The project can be replicated. The project has the capacity for longevity (i.e., materials purchased, etc.). If it will not be replicated state why.	2.5	5	7.5	10
EVALUATION	Total Points 20			
The project includes a baseline measure and has a clear method to document success.	5	10	15	20

Total ____ /100 points

____ **Grant Approved/Amount Awarded \$** _____

____ **Grant Declined**

___ Requested funds do not meet grant policy

___ Other _____

COMMENTS:

Grant Review Committee Signatures
