

# Medfield Coalition for Public Education

## Grant Application Package

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Prepared for the 2011-2012 Funding Cycle  
Revised 2/12

**MEDFIELD COALITION FOR PUBLIC EDUCATION  
GRANT COMMITTEE  
2011-2012**

**Chair and High School Rep**

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## Directions for Grant Application

1. Review grant application package.
2. Fill out the application form in its entirety, and obtain the required signatures from your School Principal *and* Department Head or Content Specialist. *In addition, please note: All technology grants require the signature of the Director of Technology. Any grant in the amount of \$10,000 or more must be signed by the Superintendent.*
3. The completed grant application should be forwarded to your School Representative listed in this application. Your School Representative will contact you if any additional information is required. After your application has been received, the grant will be voted upon at the next scheduled MCPE Board meeting. You will be notified of the Board's decision the following day.
4. If the grant receives approval from the MCPE Board, please submit all grant invoices with the provided grant number (which you will receive from your School Representative) to Sandy Davidson. ***Allow 2 weeks for reimbursement.***
5. Upon the completion of the approved program, please fill out the evaluation form and return it to your School Representative.

## Eligibility

All **school personnel** are eligible to apply for a grant, as long as direct impact on students can be demonstrated. All grants **must** have the signed approval of the building principal and content specialist or department chair.

## Grant Application Deadlines

Please send grant requests to your School Rep **four or more days** before an upcoming Board meeting. Grant applications for the Board will be considered at the next Board meeting after you submit your grant.

### **2011/12 Board Meetings**

Tuesday	September 13, 2011
Tuesday	October 11, 2011
Tuesday	November 8, 2011
Tuesday	December 13, 2011
Tuesday	January 10, 2012
Tuesday	February 7, 2012
Tuesday	March 13, 2012
Tuesday	April 10, 2012
Tuesday	May 8, 2012
Tuesday	June 5, 2012

## Scope

Grant awards vary significantly in size, and it is possible that an award will cover only a portion of the entire project cost. A detailed budget is essential for projected costs, describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Grant Committee before expenses will be reimbursed.

All materials and equipment purchased with Coalition funds become the property of the Medfield School System and must be identified accordingly.

Projects must be completed within one year of funding approval unless the Grant Chair and Coalition President have approved other arrangements.

Grants are not intended to pay for college or graduate school courses or programs for which funds are otherwise available, nor are they to purchase materials such as core curriculum text and standard school supplies that should be covered in the school's operational budget.

## Purpose

Grants are awarded for the purpose of supporting curriculum enrichment. They are intended to meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. Grants may include project-related supplies or equipment, workshop fees, and/or resource materials. In most cases, monies are intended to fund new programs and projects.

## Criteria

The following criteria will be used to review grant applications:

- ◆ Originality of the project
- ◆ Clarity of the goals and objectives
- ◆ Impact on colleagues – sharing skills and ideas
- ◆ Number of students benefiting from project
- ◆ Accountability for funds as detailed in budget request
- ◆ Evaluation plan

## Stipends

Stipends will be considered for the development of training materials to be presented to colleagues in a formal workshop or presentation. **Stipends will be paid at the completion of the project and only after an evaluation form has been submitted including a detailed summary of hours spent on the project.** The stipend fee as of September 2009 is \$26.23 per hour. Stipends for project leaders are set at \$30.61 per hour. Payment will be made up to the number of hours requested in the original application. Stipends will not be paid for the performance of duties specified under contract or taking place during normal paid hours. ***Allow 2 weeks for reimbursement.***

# Medfield Coalition for Public Education Grant Application

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

Date \_\_\_\_\_

Applicant's name(s) \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_

Amount requested \_\_\_\_\_

Principal or Superintendent Approval \_\_\_\_\_

Department Head or  
Content Specialist Approval \_\_\_\_\_

Director of Technology Approval (for technology grants)

\_\_\_\_\_

I hereby certify that any and all funds approved and disbursed by the Coalition in connection with this grant will be used for the purposes described in my application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

PLEASE NOTE THAT ALL APPLICATIONS SHOULD BE FORWARDED TO  
YOUR SCHOOL REPRESENTATIVE LISTED IN THIS APPLICATION.

## **Medfield Coalition for Public Education Grant Application**

- 1. Give a brief description of your project, including curriculum goals and objectives. (Use other side if needed).**
- 2. Estimate the number of students who will be involved. How will they be selected?**
- 3. How will you share what you have learned from your project with your colleagues?**
- 4. When will your project begin and end?**

## **Medfield Coalition for Public Education Grant Application (cont'd)**

**5. How will you evaluate whether your objectives have been met?**

**6. What will be the ongoing use of the project?**

**7. What part of your total budget are you seeking from the Coalition? What are your alternate sources of funding?**

**8. Attach an itemized list of budget items accounting for your project total. Include a list of materials, equipment, sources of supply, stipends, and other costs. Please be sure to include any shipping and handling fees as part of the total cost of project.**

## **Medfield Coalition for Public Education**

### **DISBURSEMENT OF GRANT FUNDS**

Specific instructions for receiving payment through the Coalition's Grant program are described below. All requests for payment should be sent to:

**Sandy Davidson**  
**MCPE Grant Administrator**  
**Medfield Public Schools**  
**459 Main St., 3<sup>rd</sup> floor**  
**Medfield, MA 02052**

***WHEN REQUESTING A CHECK FOR A SPEAKER OR PERFORMER, PLEASE ALLOW TWO WEEKS FOR PROCESSING. INCLUDE AN INVOICE WITH THE PERFORMER'S FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER.***

The forms referred to in the following instructions are available through your school secretary. ***PLEASE BE SURE TO INCLUDE YOUR GRANT NUMBER ON ALL FORMS AND SUBMISSIONS.***

#### **TO BE REIMBURSED FOR OUT-OF-POCKET EXPENSES:**

1. Complete an expense voucher and have it signed by your school principal.
2. You must submit *original* receipts to receive reimbursement. Send the *voucher* and the accompanying *original receipt/invoice* including shipping and handling costs to Sandy Davidson and a check will be sent to you. Please be sure receipts are submitted in an organized and timely manner. Please keep copies for your records.
3. If you are paying by check, please send a copy of your check, along with the original invoice to Sandy Davidson for reimbursement.

#### **TO ORDER MATERIAL REQUIRING A PURCHASE ORDER:**

1. Obtain an organizational purchase order from your school secretary. This form resembles a regular purchase order, but says "Organization" in the upper left corner and the PO number will begin with the letter "A".
2. Complete the purchase order as you would a regular school purchase order. **BE SURE TO INCLUDE YOUR GRANT NUMBER.**
3. Have the purchase order signed by the building principal. Mail the white copy to the vendor, and mail the pink copy to Sandy Davidson. Keep one copy for your records.
4. When you receive the materials ordered, please indicate that you have received the goods as ordered by writing "OK TO PAY" on the *original* invoice, and forwarding it to Sandy Davidson for payment.

#### **TO COLLECT A STIPEND:**

Please send detailed verification of the stipend earned to Sandy Davidson, who will issue payment directly to you. ***Allow 2 weeks for reimbursement.***

**The grant period is generally one year, and grant recipients should seek payment or reimbursement within that one year time period. If more time is needed, requests can be made to the Grant Chairperson or Coalition President through your school representative. Grant monies not spent within one year should be considered to have expired unless a specific extension has been approved.**

## **Medfield Coalition for Public Education Grant Evaluation**

**Please submit this evaluation to your school representative (listed in this application) upon completion of your project. Thank you!**

Grant Recipient \_\_\_\_\_

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

Grant Number \_\_\_\_\_ Grant Amount \_\_\_\_\_

Briefly describe your original grant request/project.

Now that your project is completed, describe the results in terms of your goals and objectives.

Discuss the successes and problems encountered in your project.

What impact has your project had on your students, your colleagues, and/or your school?

Other comments?

Signed \_\_\_\_\_ School \_\_\_\_\_