



**Grant Application Procedures Summary 2023-2024**

<b>Grant Application Round</b>	<b>Application Deadline</b>	<b>Grant Review/Board Vote Date</b>
Round #1	Tuesday, October 31st	Tuesday, November 14
Round #2	Tuesday, January 30	Tuesday, February 13
Round #3	Tuesday, April 30	Tuesday, May 14

**MCPE’s Mission**

The Medfield Coalition for Public Education (“MCPE”) is an independent, non-profit organization funded to provide system-wide support and academic enrichment for the Medfield Public Schools, with particular attention to academic needs that exceed the parameters of the school budget. We strive to encourage and maintain academic excellence in the face of increasing financial constraints. MCPE awards grants to support the development of innovative programs, curriculum and enrichment. Awards favor projects/initiatives that meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. All staff, teachers, administrators and counselors are eligible to apply for a grant, as long as a direct impact upon students can be demonstrated.

**Goals/Grant Approval Criteria**

In order to achieve our mission and to prioritize the disbursement of limited resources, the MCPE Board strives to:

- Support projects/initiatives that enrich students’ learning experiences by improving, enhancing or expanding curriculum, increasing motivation to learn, stimulating creativity and engagement, and meeting student and staff needs that are outside the parameters of the school budget.
- Support projects/initiatives that address top priorities of the school district and individual schools.
- Place priority on projects/initiatives that entail new and innovative approaches.
- Place priority on projects/initiatives that are likely to be sustainable in future years.
- Achieve some balance in grants across schools, subject areas and project types.
- Have an impact on as many students wherever possible.



## Scope

Grant awards may 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 a project/initiative after a grant is awarded must be approved by the MCPE Board before expenses will be reimbursed. All materials and equipment purchased with MCPE 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 Board approves otherwise. 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.

## Eligibility

All school personnel, and others applying on behalf of a school, are eligible to apply for a grant, as long as direct impact on students can be demonstrated. All grants must have the appropriate signed approvals as stated on the application. Completed and signed grants must be submitted by the deadlines above in order to be considered at the next grant review/Board meeting.

## Application

### [MCPE-Grant-Application](#)

Completed applications should be submitted to [grants.mcpe@gmail.com](mailto:grants.mcpe@gmail.com) by the grant cycle application deadline. Late submissions will be reviewed during the next grant cycle.

## Questions

For questions about how your grant idea/application relates to MCPE's goals and mission or specific application procedures, please contact a MCPE Grant Team member at [grants.mcpe@gmail.com](mailto:grants.mcpe@gmail.com)