### Leadership Grant Application for

### Maynard Educators

## Guidelines

The Maynard Education Foundation (MEF) is pleased to announce the availability of funds to support the public schools in Maynard. MEF aims to fund proposals for innovative ideas that are not typically covered by the district budget.

# Funding

Granted monies may be used to pay for materials, resources, guest speakers, conferences, and learning opportunities. **Leadership grants may not exceed $1,000.00**. Please note that allocated funds must be used within the same funding year (September 1st through April 15th) they were awarded.

## Requirements for Grant Recipients

## MEF grant recipients are expected to:

## Contact MEF if they are unable to complete their project within the funding year.

* Participate in the May “MEF Celebration of Teaching and Learning.”
* Submit a “Project Review Questionnaire” upon completion of the project.
* Provide all receipts to Catherine Murphy, MPS Administrative Assistant.
* Work with the sponsoring school or department to ensure that all materials purchased with grant funds remain the property of the MPS.

# Application Procedures

Applications can be downloaded from the MEF website at [www.maynardeducation.org](file:///C%3A%5CUsers%5CParish%20Office%5CDownloads%5Cwww.maynardeducation.org). Upon completion, the application can be emailed as an attachment to mefgrants@gmail.com or mailed to: MEF, P.O. Box 89, Maynard, MA, 01754.

# Deadline for Applications

MEF will accept leadership grant applications until January 31st of each academic year.

**Grant Application**

Application forms can be completed downloaded from: [www.maynardeducation.org](file:///C%3A%5CUsers%5CParish%20Office%5CDownloads%5Cwww.maynardeducation.org).

|  |
| --- |
| **Name:** |
| **School:** **Position:** |
| **Home Address:** |
| **Email:** |
| **Telephone:** |
| **How many years have you worked for MPS?** |
| **Have you ever applied for a MEF grant:** **If yes, please specify the amount awarded:** |

*Please check if “****yes****.”*

Has the Superintendent acknowledged this grant request?

## Has the Assistant Superintendent acknowledged this grant request?

If the request includes technology, has the Director of Technology acknowledged

this grant request?\*

|  |
| --- |
| I accept responsibility for the accuracy of the information on this application. Should my application be funded, **I agree to**:Contact MEF if I am unable to complete the project within the funding year.* Participate in the May “MEF Celebration of Teaching and Learning.”
* Submit a “Project Review Questionnaire” upon completion of the project.
* Provide all receipts to Catherine Murphy, MPS Administrative Assistant.
* Work with the sponsoring school or department to ensure that all materials purchased with grant funds remain the property of the MPS.

Applicant’s Signature: Date:Note: A signature is assumed if the application is emailed from the applicant's email address. |

## Essay

In one or two pages, please answer the following questions. Provide as much detail or explanation as possible. Attach your essay pages to the application upon submission.

1. Please give a brief (3-4 paragraphs) summary of your idea, specifically how it will enhance and benefit the entire school system and **how MEF grant monies can bring your idea to fruition**. Include any collaboration with colleagues; the length of time intended for the project; and, any other details you deem pertinent.
2. What are the **expected outcomes**? Specifically, what gap or need will be filled by your project?
3. How will you **measure success**? Measurements do not have to be limited to traditional measurements of success, but should explain the impact the project will have on the MPS going forward.

1. Describe why a grant from MEF will help to **promote innovation within the school system**.

## Budget

|  |  |
| --- | --- |
| Budget Items | Cost |
| Fees  | $ |
| Materials • One-time use materials (please list): • Reusable materials (please list): | $ |
| $ |
| Other expenses (please itemize below): | $ |
| Costs associated with sharing results with students, school, and community: | $ |
| **Total** | **$** |

**Project Review Questionnaire**

## *(Please email to:* *mefgrants@gmail.com* *upon completion of your project.)*

## Name:

## Grant title:

## Amount awarded by MEF: $

1. Did you complete your project as planned?
	1. Yes
	2. No. Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. It is an ongoing activity.
2. Did you use the full amount of funding allocated to your grant?
	1. Yes
	2. No. Please explain the difference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please describe one or more highlights from your grant.
4. How has your grant promoted innovation within the school system?
5. What outcome(s) have you achieved as a result of your project? These measurements do not have to be limited to traditional methods of success, but should include the impact your project has had on the MPS or the Maynard community at large.
6. May we use any of your comments in MEF promotional materials?
	1. Yes
	2. No
7. Additional comments:

**Thank you for completing this survey!**

Your feedback will enable MEF to continue providing grants to MPS students, teachers, and administrators.