



Student Grant Application Guidelines

MEF's student grant program is a unique opportunity for students to apply for funding of student-conceived and student-led projects aimed at improving the Maynard Public Schools (MPS). Students are encouraged to "think outside of the box" when applying for funding to pilot new and creative ideas.

Application Guidelines:

- Student applications must be made in collaboration with an MPS educator or staff member who will function as a mentor and assist the student grantee throughout the project's lifecycle. The grantee's MPS educator/staff member will work with the student grantee to disperse and manage the funds and will be responsible for any grant monies.
- As part of your application process, please make your school Principal, the Director of Curriculum, or Director of Technology (if applicable) aware of your request.

Funding Request:

- Funding for student grants have typically ranged from \$100-\$400. Larger grants may be considered if the project is deemed to have a broad, and potentially significant impact in the Maynard Public Schools.
- Materials or resources purchased with MEF funds are the sole property of MPS. (*Ex. Software may not be exclusively downloaded to an individual's personal computer.*)
- MEF will review grant requests that include transportation costs on a case-by-case basis. Preference will be given to funding non-transportation costs whenever possible. Applications that include transportation costs should note: MEF will reimburse up to 50% of the travel costs associated with a grant request, up to a maximum of \$2,500.

Review and Award Notification Process:

- Student grant applications will be reviewed and awarded on a rolling basis. Students are encouraged to apply early for the best results. Please contact swells@maynardeducation.org with any questions regarding applying for a grant.

Timelines:

- Senior projects **MUST** be completed **prior to graduation** or contain a detailed transition plan for extending beyond senior year.
- All other student grant awards should be **completed within 12 months** of the award.

General Guidance:

Applications should include and clearly state:

- The project goals/objectives
- A clear connection to MEF's mission and purpose
- The potential benefit to MPS students and staff
- An implementation plan (including a timeline)
- An evaluation plan (how the project's impact will be measured.)

- How information and knowledge gained, and/or stories about the grant will be shared and disseminated with others.
- Detailed budget information
- The potential for the project, if successful, to be adopted into the school curriculum/budget in the future. If the project continues in future years, who will be responsible for any future oversight?

Requirements of all applicants:

All applicants must review and agree to the grant requirements before submitting an application. They include the following:

- Contact MEF if unable to complete the project within 12 months of the grant award.
- Submit a “Project Review Questionnaire” upon completion of the project.
- Present the results of the grant at MEF's Celebration of Teaching and Learning event in May (Date TBD, held after school.)
- Acknowledge MEF’s support in any printed grant materials, online documentation, and/or marketing about the grant.
- Provide MEF with any photographs, work samples, and/or any other visuals that may be used for publicity purposes in a timely manner.
- Work with the sponsoring school or district to ensure that all materials purchased with grant funds remain the property of MPS.
- Provide all receipts to My Nguyen (mnguyen@maynard.k12.ma.us) in the MPS Admin office.
- Label all durable items purchased with grant funding with: "Provided by Maynard Education Foundation." and/or a MEF logo. (MEF can supply labels as needed.)

Examples of Student Grants:

Original WAVM/MHN Studio Posters (<i>Evelynn Hickey & John Ogden</i>)	\$500.00
Phone Free Friday Project (<i>Cyril Clark & Solimar Salazar</i>)	\$200.00
MHS Online Newspaper (<i>William Stachowicz</i>)	\$700.00
National Honor Society Mural for MHS (<i>Julianna Tenaglia & Annie Konieczka</i>)	\$200.00
Art Therapy Paint Fundraiser (<i>Julianna Tenaglia</i>)	\$200.00
Jam Session for Fowler and MHS students at the Sanctuary (<i>Owen Leeuwis</i>)	\$300.00
Raising Awareness about Vaping (<i>Eliza Smethers</i>)	\$250.00
Wiggle Walk at Green Meadow (<i>Julia Hart</i>)	\$326.71
Thinkery Room at MHS (<i>Julia Martell</i>)	\$271.15
Seed money to start DECA Club at MHS (<i>Adam Fowler</i>)	\$1,000.00
Runway Repurposed (<i>Meghan Curtin</i>)	\$200.00
CRISPR kit and refill (<i>Dominic LaPusta</i>)	\$450.00
Say Gay picture books for Green Meadow library (<i>Fiona Brown & Noah Severance</i>)	\$216.04
Maynard Senior Center Art Show (<i>Grace Wilde</i>)	\$203.11