



Mishawaka Education Foundation Classroom Request Guidelines

Introduction:

The Mishawaka Education Foundation (MEF) is committed to providing SCM educators and students with sustainable funding required to achieve extraordinary educational opportunities. The total amount of funds available for a given year will depend on the success of the MEF's fundraising and investments.

MEF funds will be awarded for projects that enrich student academic achievement. Requests may be submitted for individual classroom projects or for collaborative projects that involve multiple classrooms, grade levels or school corporation-wide.

Directions for the Application:

1. Review **ALL** request guidelines before beginning the application.
2. Complete the Request Application. A signed electronic copy of the Application must be received by the MEF.
3. The Application must be submitted electronically and have clearly defined goals and objectives.
4. The Application should be written to be understood by non-educators.
5. The Application should target SCM students and demonstrate creativity and innovation in educational programming or a corporation-wide need.
6. The Grant Applicant should **NOT** request funds for teacher stipends, salaries, substitute pay, student or adult lodging or food, scholarships, furniture, party supplies, telephone expenses, conferences, or travel (including bus transportation).
7. Applicants are strongly encouraged to explore supplemental funding and partnerships.
8. Repeat grants are strongly discouraged, but it will be considered on a case-by-case basis.
9. Technology items need to be approved by SCM Tech Department and noted on application.
10. After discussion, the signature of the principal(s) on the grant application signifies that there is no funding available in the regular school funds.

Recipient Procedures:

1. Implement the request as proposed in the application.
2. Follow SCM Central Office purchase order procedures for all expenditures.
3. Maintain on-going contact with a designated liaison/member of the MEF Board. Contact liaison when implementing and when writing the Final Report.
4. Submit a Final Report, which is due thirty days after the project is completed, but no later than June 1st of the school year in which the money was administered. This form can be found on the MEF Website. Final Reports are to be submitted electronically to foundation@mishawaka.k12.in.us.
5. All purchases must be made after the money has been awarded. The MEF will not reimburse expenses incurred before the money is approved.
6. Applicant promises to serve as a resource/mentor for future projects of a similar nature.
7. Provide any photographs or finished products for Foundation use when requested.



Mishawaka Education Foundation Grant Application

The Mishawaka Education Foundation creates enthusiastic learners and great learning environments. The Education Foundation promotes broad and sustained community investments in Mishawaka's public schools.

Important Directions:

- This form will only be accepted using this on-line application.
- Keep a photocopy of the completed grant application, with signatures.
- Please read the **Grant Application Guidelines** before submitting this grant.
- **Address questions to:** MEF Director Jane Wright at 574-254-7701 or via e-mail to: Foundation@mishawaka.k12.in.us

Mishawaka Education Foundation Grant Application

The information in the attached grant application is true and correct. The applicant(s) will fulfill the grant as it is written, unless granted a change by the Foundation Board of Directors. The applicant(s) will also adhere to the guidelines for grant applicants, as outlined by the Mishawaka Education Foundation Board of Directors. The proposed grant project described in this application is intended to develop educational programs for students in the School City of Mishawaka. **By applying for this grant and putting your name below, you are indicating there is no funding available in your school budget.**

Name of Applicant(s):		Date:	
		Date	
Name of Principal(s):		Date	
		Date	

Submission Information

Please submit ONLY by email to: foundation@mishawaka.k12.in.us by appropriate deadlines to be eligible for a grant. Applications must be received on or before the second Monday in September (for fall Grants) or the second Monday in January (for winter Grants) and the second Monday in April (for spring grants). Each applicant and his/her principal will receive notification of the action taken on the grant. An awards presentation will be held at the Annual Luncheon.



Application Data

The following information is used in evaluation and should be fully completed.
Enter information in blank cells only. Cells will expand for additional space requirements.

Title of project:						
Name of Applicant(s):						
Email address(s):						
School(s):						
Position(s):						
Target Grade(s):						
Project Period:	From:			To:		
Impact:		# of classrooms			# of students	
Date:						Year
Other Staff, Individuals, Partnerships, mentors involved in project:						
This application is a:		New Request			Repeat Request	
Repeat Request:		Year Submitted			Denied/Approved	
		Amount Requested			Amount Approved	
Outside Funding:		School			PTA	
		Technology			Joint Services	
		GT			None	
		Other (Specify):				

BUDGET:	MEF Grant Request	Donated Services/Materials	Funding Obtained from other sources
	*****See Attached sheet for budget detailed items for grant		
TOTAL			

Itemize the proposed budget on attached form. Provide Dollar Amounts - include all shipping fees.



Narrative About Grant

Boxes will expand to accommodate longer narratives.

Give a written description of the project, including project goals. This description should provide enough information to enable the grant evaluator to adequately judge the purpose and merits of the project.

Explain how this project is creative or unique:

