The Montville Educational Foundation (MEF) provides funding for innovative educational projects. This application will help us consider your request for a financial grant from the MEF. Each grant application is subject to the review and approval of the Board of Trustees of the MEF. If more information is needed, a Board member will contact you. If you have any questions about this application or the granting process, please email***mefmontvillenj@gmail.com***

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| **ITEMS TO CONSIDER WHEN SUBMITTING THE APPLICATION** |
| ***General:**** Does the request offer the best pricing options?
* Can the technology equipment requested be sufficiently supported by the district?
* In addition, if approved, it is a requirement that the MEF is updated at least twice a year on program progression for the first two years after the grant is received.

***Innovation and Impact:**** Do you have a unique or creative approach to address an educational need?
* If implemented, could your program be implemented on a larger scale, across other schools in the district?
* Is the program or a similar program currently in use in another school district? If so, please indicate where.

***Measurable Results:**** Does your proposal include a credible evaluation tool, and how will that tool be used to effectively measure project outcomes?
* Will your program support existing goals and measurements utilized by our school system or district?

***Fiscal:**** Have you developed a budget for your program?
* How is the program going to be sustained beyond the requested funding? (the school is responsible for the maintenance and perpetuation of the grant)
* Do you have a plan to ensure your budget is spent according to plan?
* Have you pursued other grants or matching funds via the District, PTC, etc.?
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***Please Complete All Fields and email:*** ***mefmontvillenj@gmail.com***

**THANK YOU**

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| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **School** |  |
| **Date**  |  |
| **Amount Requested** | $ |
| ***PLEASE NOTE:***All grant applications must be approved and signed by your **School Principal.**If the proposal involves the **use of technology**, please ensure that your **District Technology Officer** also approves and signs the application; the **Supervisor of Special Services** should also review and sign the application, if appropriate. |
| ***School Principal Signature*** |  |
| ***Technology Officer Signature (if applicable)*** |  |
| ***Supervisor of Special Services Signature (if applicable)*** |  |

***Please describe your project:***

Provide a summary of how the funding will be used:

Briefly address the following questions and include any additional details you think will be helpful for a fair consideration of your application (please add your answers separately to this page, indicating your name and phone number at the top of each additional page):

1. What is the educational issue or need you have identified?
2. How will your project address this issue or need?
3. Explain exactly how your project works.
4. Who will be the participants of your project?
5. What is the time frame of your project?
6. Can the project be replicated in other schools?
7. What makes your project innovative?
8. Describe your plan for assessing the project's effectiveness and communicating progress to the MEF.
9. Include the research supporting your choice of equipment/materials, if applicable.
10. Please attach your budget for this project and include procurement source(s) with itemized pricing and descriptions as well as any other details concerning other funding opportunities you have pursued.