

MOUNT LAUREL PUBLIC EDUCATION FOUNDATION

Request for Proposal Mini-Grant Program

The Mount Laurel Public Education Foundation is a nonprofit school-business partnership organized to promote academic excellence in the Mount Laurel Schools. Grants may be awarded to district faculty and staff for district-sanctioned activities, which are outside the financial support of the general operating budget.

PROGRAMS & ACTIVITIES

The Foundation funds creative ideas and fostering student engagement in the learning process. The mini-grants generally provide funding up to \$500.00. School site collaborative and district-wide grants may be approved at higher funding levels. Funding designations may include:

- Individual mini-grants to help fund unique learning opportunities for students and teachers; these unique project grants are defined as programs/activities new to the classroom.
- Mini-grants for innovative instructional programs involving a designated school site group or collaborative team; these project-based grants are those not currently being done at the school site.
- School-based mini-grants for programs with a building-wide impact; these grants are directed toward the entire school population and are a creative addition to regular programming.
- Special project grants for programs with a district-wide emphasis; these projects have a positive district-wide impact and provide creative innovation to all school sites.

GENERAL INFORMATION & PROCEDURES

Application forms may be secured through the Assistant Superintendent at the school district office, or downloaded from the school district website. The application can be found on the Staff Portal of the district website.

Applications for grants will be considered on a bi-annual basis during the school year; the third week in September and the third week in January of each year. Applications must be received at the District administrative office no later than the first working Monday of that consideration month.

A recommendation from your principal must accompany the application.

To ensure that grants are consistent with the district policy and mission, grants will be reviewed by a Curriculum and Instruction Department Committee, which will include, for this purpose, a representative of the MLEA and MLAA.

The Mount Laurel Public Education Foundation Board will determine the recipients of the grants. The committee's decision will be final. Recipients will be notified through the school district administration.

Grant periods are for one year from date of approval. Applicants may not apply for more than two grants within a one-year period.

Grant applications will require the grantee to prepare and submit an outcome evaluation report. This report must include measurable results from the stated objectives of the project. Photos, videos, scrapbooks, and other results are appreciated. Grantees may be required to make a presentation of the grant and its outcomes at a public Board of Education meeting.

FISCAL GUIDELINES & POLICIES

The approved funds for grants will be transferred to Mount Laurel School District for disbursement as determined appropriate by district-approved accounting procedures.

Grant recipient will be responsible for providing receipts for any purchases covered by this grant. The purpose of this grant is not to provide salary or stipends for the proposed activity. At the completion of the grant period, any unexpended funds will be returned to the MLPEF.

MOUNT LAUREL PUBLIC EDUCATION FOUNDATION
Mini Grant Application

Applicant's Full Name: _____
 First Middle Last

Title of Proposal: _____

Address: _____

Position: _____
 Teacher Other (district employee)

School/Department: _____

Phone: _____

Please attach to this application a summary, which addresses the areas, listed below. The summary should be no longer than three typed pages with double spacing between the areas.

Need Statement: Explain purpose; tell why funds are not available from the regular budget, and present specific data supporting the need for the project.

Project Approach: Provide a project plan that includes the goal and activities to achieve the goal. Include materials, personnel, and activities.

Objectives and Evaluation: List measurable objectives, which will result in addressing the goal. Each objective should be accompanied by expected, measurable results used to evaluate each of the objectives.

Timeline: The project should be completed within one year of the grant award. It does not need to be a year long project. Please provide a timeline of projected dates, steps, and activities used in accomplishing the goal and objectives. In your timeline, include the date that you will submit your outcome evaluation report to the Mount Laurel Public Education Foundation.

Budget: Provide a line-item budget including quantity and unit price for materials to be purchased. It would also be helpful to designate any found items or contributions from other sources to be used in completion of the project. Include the source of any funding needed to continue this program in subsequent years.

Using the form provided, please attach to the application a recommendation from your principal.

Please list any grant or scholarship money received from other sources for this purpose as of the date of the application.

Amount of grant requested: \$ _____ Date: _____

MOUNT LAUREL PUBLIC EDUCATION FOUNDATION
Mini Grant Application Grant Scores

NEED

Is the need for the project clear and not covered in any other way"

10 _____

PROJECT

Is the project appropriate and clearly defined'?

10 _____

OBJECTIVES AND EVALUATION

Do the objectives address the goal? Do the methods of evaluation measure the objectives?

10 _____

TIMELINE

Is the timeline reasonable and is the evaluation date included?

10 _____

BUDGET

Is the budget included and clearly defined?

10 _____

RECOMMENDATION

Is the recommendation of the principal or superior included and supportive? Is the project consistent with the district mission and philosophy?

10 _____

PERVASIVENESS

Is the project affecting a broad group of students and does it have long-term benefits for the classroom or school?

20 _____

INNOVATION OR CREATIVITY

Does the project exhibit a new approach, creative use of an existing idea, or make new use of space, materials, or technology"

20 _____

Applicant Name: _____ Total Score _____

Title of Proposal: _____

MOUNT LAUREL PUBLIC EDUCATION FOUNDATION
Grant Objective Outcomes Evaluation

Title of Grant: _____

Name: _____ School: _____

Please list each objective and summarize outcomes.

Objective	Description of Activity or Program	How was the program measured?	Outcome/Results	Was Objective Met?
1.				
2.				
3.				

1. If one or more objectives were not met, please provide a narrative for the reasons or circumstances that may have prevented you from meeting the objective(s).

2. List any program successes and barriers that you encountered while implementing the project. Outcome information provided would help other teachers who may want to learn innovative creative teaching tools.

Note: (Optional) Photos, video clips, scrapbooks and other results are also appreciated.