

**Mendon-Upton Education Foundation (MUEF)**

**Grant Program Guidelines and Policies**

**www.muef.org**

**Goals of the MUEF Grant Program**

* To encourage and support **innovative projects** in teaching and learning that are consistent with the MURSD district goals and priorities and ***beyond the scope of the regular school budget***
* To encourage **leadership and creativity** in teachers and administrators
* To support grants that ***impact a significant number of students***
* To encourage ***cross-grade****,* ***interdisciplinary****,* ***cross-school*** *and/or* ***cross-cultural collaboration***

**MUEF grants are not intended to replace or relieve existing responsibility for public funding or programs for the public school system, nor are they intended to substitute for normal budget growth and maintenance.**

**Duration of Funding**

2024 Grant recipients must be in contract to spend MUEF funds by December 31, 2024 and complete implementation of their grants by the end of the ’24-‘25 school year unless otherwise stipulated. Once a grant has been awarded, there will be no additional funds available from MUEF for that same project, however applications for related proposals will be considered on a case-by-case basis, including but not limited to, scale up and related research grants.

**What Can Be Funded**

* Equipment, supplies, and materials necessary for implementation of innovative educational opportunities
* Professional development/training, if required for implementation of the project
* Consultants’ fees and travel

**What Cannot Be Funded**

MUEF Grant funds may be used to enhance, but not duplicate the standard public school curriculum.

Grant funds may not be used for:

* Teacher stipends (Teachers may not receive reimbursement while conducting a MUEF Grant program, even if the reimbursement money comes from another source of funding.)
* Programs, activities, materials or supplies that could be funded by the school budget
* Field trips or transportation
* Classroom libraries
* Sales tax (MUEF will provide you with tax-exempt I.D. number in order to purchase materials)

**MUEF Evaluation Criteria for Grant Proposals**

* 1. **Rationale**: Is this an ***innovative project*** in teaching and/or learning, (i.e. one that involves “change, expansion, adaptation, enhancement, improvement, challenge, risk, or a new educational approach which is supported in the literature”) that **meets a demonstrated need** in the district?
	2. **Goals**: Are the goals of the project ***clearly stated,*** with adequate detail?
	3. **Alignment**: Does the project ***complement district-wide or school goals and/or curriculum standards*** of the Mendon-Upton Public Schools?
	4. **Evaluation**: Are the **expected outcomes clearly stated** and the **results evaluated**, in order to assess the success of the project?
	5. **Impact**: Does the project have potential to ***benefit*** ***large numbers*** of students and/or staff?
	6. **Budget**: Is the budget request reasonable, and provided in adequate detail?
	7. **Overall Strength**: Is the proposal clear, concise and well supported?

**Sign-off Required by Principal(s) and/or Superintendent Prior to Starting Grant Writing Process**

Prior to beginning the grant writing process, applicants are required to receive sign-off approval from their school principal(s) and/or superintendent for the grant idea they wish to submit. This will allow the principal to understand the type and scope of grants teachers are submitting, allow for collaboration whenever relevant, and prevent the submission of duplicate grants. This sign-off form is included in the MUEF Grant Application itself.

**Grant Review Process**

The MUEF Grants Review Committee consists of MUEF trustees. The Review Committee will closely review each application according to the criteria stated above. In the event that the Committee needs further clarification of any aspect of the proposal, the applicant may be asked to meet with Committee members to offer a more detailed explanation. After an extensive review of all applications, the Review Committee will present its recommendation to the MUEF Board of Trustees for a final vote to award the grants.

**Grant Evaluation Process**

All grant recipients are asked to provide a brief (5 mins or less) video documentation of their project that can be shared with the community; releases must be obtained for any students who appear in the video. Grant recipients may be requested to present/represent at MUEF functions.

**Grant Publicity**

Successful grant recipients are expected to assist MUEF in publicizing their projects to parents and teachers through the school newsletter, local newspapers, and other avenues. When issuing statements and/or press releases describing the project, and when presenting the results of the grant in any public forum, grant recipients are required to include the following information: *“****This project is made possible (in whole or in part) by a grant from the Mendon-Upton Education Foundation****.”*

**Change in Scope of Project, Expenditure of Grant Funds**

Successful grant recipients must seek approval from MUEF for any changes in the implementation or scope of the project, especially as they relate to the budget or participants in the project. Any and all unused funds must be returned to MUEF at the end of the school year.

**Equipment becomes the Property of the Mendon-Upton Public Schools**

All equipment and/or materials purchased with MUEF grant funds is the property of the Mendon-Upton Regional School District, and must remain within the district.