

FOUNDATION OF MONROE COUNTY  
COMMUNITY SCHOOLS

GRANT GUIDELINES  
*School and Classroom Grants*  
2007-2008

**MISSION**

*The Foundation of Monroe County Community Schools is dedicated to providing resources to improve and enhance the educational development of all MCCSC students.*

**THE SCHOOL AND CLASSROOM GRANT PROGRAM**

Since 1976 the Foundation of MCCS has been awarding grants to MCCSC educators for worthy projects and programs that impact student learning. Foundation School and Classroom grants are meant to fund the unmet and unfunded needs within the school corporation. As such, grant applicants are encouraged to explore all funding possibilities within the corporation before pursuing funding from FMCCS.

In October and February, the Foundation will accept grant applications for school and classroom grants. The grant process is competitive in nature. A committee comprised of a representative from each of the twenty-one MCCSC schools and members of the Foundation's board of directors will review grant applications and make recommendations on funding. Based upon dollars available, the Foundation will choose to invest in projects that best serve the students of MCCSC and support the mission of the Foundation.

Please see separate guidelines for Professional Development Grants, Elementary Library Grants, Fitness Challenge Grants and Healthy Kids Mini-Grants.

**Grant Focus Areas**

It is expected that all requests for funding will comply with state standards, support school improvement plans and fall within at least one of following focus areas:

*MEETING BASIC EDUCATIONAL NEEDS*

*SUPPORTING INNOVATION AND CREATIVITY*

*REWARDING EXCELLENCE*

*Revised 7/07*

## *Grant Categories*

**Classroom Grants:** Maximum award of \$500.00 for projects that serve one or more classrooms.

**Grade Level/Department Grants:** Maximum award of \$1,200.00 for projects that serve an entire grade level or department.

**School/District Grants:** Maximum award of \$1,800.00. The goal of these grants is to encourage entire schools, multiple schools or the district as a whole to cooperatively plan initiatives that will have a broad impact. The Superintendent must approve these grants for submission before they are presented to the Foundation for consideration.

## *POLICIES*

1. All requests for funding that conform to the grant guidelines and submission instructions will be considered. However, first priority will generally be given to grant requests for classroom(s) or school projects.
2. Discretionary funds may be available for student groups attending national or international competitions. Awards will not exceed \$500.
3. In order to assess each grant request fairly, the school's building representative or a substitute (not the individual requesting the grant) must be present at the grant committee meeting at which the grant application is reviewed. The representative must be prepared to answer questions about the grant. If a building representative is not present, the grant will not be considered but may be, at the discretion of the committee, included in the next grant cycle if so requested by the applicant.
4. Grants are judged on a competitive basis and may not be funded or may be only partially funded.
5. A grant request that duplicates a successful grant from another school will be considered.
6. Applicants must be employees (certified or non-certified) or students of MCCSC. An MCCSC employee must sponsor a grant submitted by a student(s).

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7. Any item purchased with Foundation funds will remain at the school to which it was granted unless the Foundation approves other options.
8. The goal of the Foundation's grant program is to fund projects and materials that will have a long-term benefit to the school system. Therefore, as a general rule, the Foundation will not fund any item considered to be disposable or for one-time use or distribution. Examples include prizes, giveaways, or t-shirts.
9. The following expenses are not eligible for funding through this grant program:
  - a. field trips
  - b. personnel salaries
  - c. transportation costs
10. Grant recipients may be asked to make a presentation or a display about their grant for Foundation events or use.
11. Grant recipients should include the Foundation in any publicity regarding their grant.
12. Grant recipients will be asked to announce their grant to the parents of students participating, to the school faculty and in a school publication.
13. A grant evaluation must be submitted no later than one year from the date of the award. If not received by the Foundation within this time period, the project coordinator will not be eligible for further grants until an evaluation is submitted to and received by the Foundation.

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***Grant Award Cycle***  
**2007-2008**

October 1	Application deadline for 1 <sup>st</sup> semester grants
October 17	Grant Committee meets to review applications
October 23	Recommendations presented to Board for approval
November 1	Grant funds available
February 4	Application deadline for 2 <sup>nd</sup> semester grants
February 18	Grant Committee meets to review applications
February 26	Recommendations presented to board for approval
March 10	Grant funds available
March 2008	FMCCS Grant Reception

***Submission Instructions***

Grant applications must be received in the Foundation office by 5:00 p.m. on the deadline date. If the deadline falls on a weekend or holiday, the application must be received by 5:00 of the next school day following the deadline.

Grants may be sent via school mail, US mail, or faxed to 330-7813.

All applications must be signed by the project coordinator and school principal. School/District level grants must also be signed by the Superintendent. A grant application submitted by a student will require the signature of an MCCSC sponsor.

The appropriate Foundation Building Representative must sign grant applications before submission.

All applications must include an itemized budget. The budget should include in detail all expenses and anticipated income sources. Proposals without itemized budgets will not be reviewed or considered.

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