

FOUNDATION OF MONROE COUNTY
COMMUNITY SCHOOLS

Grant Guidelines
Elementary Library Grant Program
2007-2008

MISSION OF THE FOUNDATION

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

ELEMENTARY LIBRARY GRANT PROGRAM

In support of the Foundation's mission to improve and enhance the educational development of MCCSC students, an anonymous donor has established this grant program to support elementary school libraries. Elementary school media specialists or school administrators may apply for these funds to purchase books for their school's library collection. Funds will be distributed to those schools that present the strongest need and the greatest ability to impact student learning through the use of grant funds to purchase library books.

Applications received by 5:00 p.m. on October 1, 2007 will be evaluated and, if approved, funded within a month. Grants will be evaluated by a committee appointed by the Foundation board. The grant process is competitive in nature. Based upon funding available, the Foundation will choose to invest in projects that best align with the intent of the grant program and support the mission of the Foundation.

POLICIES

1. All requests for funding that conform to the grant guidelines and submission instructions will be considered.

2. Eligible expenses for this grant program include:
 - Books
 - Processing fees
 - Shipping Costs
3. Grants are judged on a competitive basis and may not be funded or may be only partially funded.
4. A grant request that duplicates a successful grant from another school will be considered.
5. Applicants must be MCCSC media specialists or school administrators.
6. Any item purchased with Foundation funds will remain at the school or with the program to which it was granted.
7. Grant recipients may be asked to make a presentation or a display about their grant for Foundation events or use.
8. Grant recipients should include the Foundation in any publicity regarding their grant.
9. Grant recipients will be asked to announce their grant to their school community.
10. 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 applicant will not be eligible for further grants until an evaluation is submitted to and received by the Foundation.

GRANT AWARD CYCLE

October 1, 2007

Deadline for submitting grant applications

November 1, 2007

Grant awards announced and funding available

SUBMISSION INSTRUCTIONS

- Grant applications must be received in the Foundation office by 5:00 p.m. on October 1, 2007.
- Grants may be sent via school mail, US mail, or faxed to 330-7813.
- The project coordinator and school principal must sign all applications.
- All applications must include an itemized budget. The budget should detail all expenses and anticipated income sources. Proposals without itemized budgets will not be reviewed or considered.

For more information, contact:

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