The Foundation of Monroe County Community Schools
Equip, Inspire, Innovate

GRANT GUIDELINES
Classroom & Small Project Mini-Grants
2015-2016

Mission

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

Program Description

The Foundation of Monroe County Community Schools (FMCCS) awards mini-grants to assist with smaller budget projects intended to benefit the students of one or more classrooms. These mini-grants are available for expenses that are not eligible for funding through other sources. **Grant awards will range in amounts from $250 to $1,000**. Grant applicants are encouraged to explore all funding possibilities within the school corporation before pursuing funding from FMCCS. For grant requests smaller than $250, please research options available through the Foundation's Insta-Grants program, DonorsChoose.org, your parent-teacher organizations, or your principal.

Applications for mini-grants must be submitted by **5:00 p.m. on October 21, 2015**. A committee comprised of representatives from MCCSC schools and members of the Foundation's board of directors will review grant applications and make recommendations on funding. Based upon funding available, the Foundation will choose to invest in projects that best serve the students of MCCSC and support the mission of the Foundation. The Foundation will no longer accept and review applications for mini-grants on an on-going basis.

To learn more about the Foundation's other grant programs please review the guidelines for Insta-Grants, Multi-Classroom, School & System Grants, Elementary Library Grants, and High-Impact Innovation Grants. Guidelines are available on the Foundation's website at http://www.mccsfoundation.org/programs/grant-information/.

Policies

1. Grant requests should range between $250 and $1,000.

2. Applicants **must be employees** (certified or non-certified) **or students** of MCCSC. An MCCSC employee must sponsor a grant submitted by a student(s).

3. Eligible expenses include, but are not limited to:
   - Materials, supplies and other expenses for classroom projects
   - Equipment and technology, including software
   - Curricular field trip expenses up to 50% of the total cost of the trip

- Authors, speakers and experts

4. The following expenses are not eligible for funding through this grant program:
   - Technology requests will only be considered if they are not included in the overall MCCSC technology plan. These requests must be supported by curriculum needs and impact the most students possible.
   - Consumables
   - Personnel salaries
   - Professional development expenses

5. **Field trips will not be fully funded.** The Foundation will pay **up to 50%** of the total trip expense not to exceed $1,000.

6. The intent of this grant program is to fund projects and materials that **will have a long-term benefit to the school system.** As a general rule, the Foundation will not fund any item considered to be disposable**,** for one-time use, or for distribution. Examples include prizes, giveaways, t-shirts, or food.

7. If requesting funds **for any technology related items** including hardware and software, please contact **the MCCSC Information Services Department** to determine that these items are compatible with MCCSC information systems and that a better price is not available.

8. Grants are judged on a competitive basis and may **not be funded or may be only partially funded.**

9. Any item purchased with Foundation funds will remain at the school to which it was granted unless the Foundation approves a request to relocate such items.

10. Grant recipients may be asked to make a presentation or a display about their grant for Foundation events or use. Grant recipients will be asked to announce their grant to the parents of students participating, to school faculty, and in school publications. The Foundation should be acknowledged in any publicity regarding grants.

11. **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 director will not be eligible for further grants until an evaluation is received by the Foundation.

Submission Instructions

Grant applications must be submitted electronically via the online submission portal at www.mccsfoundation.org. The submission deadline is **5:00 p.m. on October 21, 2015**.

Applications must be approved by the school principal via electronic signature. A grant application submitted by a student will require the electronic signature of an MCCSC sponsor.

All applications must include an itemized budget. **Proposals without itemized budgets will not be reviewed or considered.**