MONTVILLE EDUCATION FOUNDATION, INC.
GRANT APPLICATION
INSTRUCTIONS

Montville
Education
Foundation, Inc.

Grant Application

I. INTRODUCTION

The Montville Education Foundation, Inc. (MEF) is a non-profit organization established for the purpose of promoting excellence in education within the Montville community through financial support for educational opportunities and programs for residents of all ages.

II. THE FUNCTION OF THE MEF

The MEF will provide annual funding through donations and capital grants to projects that meet our requirements and would not otherwise be afforded to the citizens of Montville. In order to ensure the best use of funding, programs will need to be sustainable, have a broad and far reaching impact, and address need within the Montville Community. Awards made by the MEF may enhance what is already in place, expand the town's programs in new and innovative ways, or assist other worthy projects or programs. This is an opportunity to expand education in a non-traditional fashion supporting public initiatives with funds from a private foundation, MEF.

Some types of activities, programs and capital projects that may be addressed through the MEF include, but are not limited to:

- Adult education enhancement, including expansion of course development and other resources;
- Use of leading edge technology in the community;
- Multi-cultural programs;
- Art, theater, and music workshops;
- Academic competitions; and
- Programs on self-esteem, nutrition, and character development.

Funding is not provided for professional continuing education credits, programs supporting an individual only, travel, lodging or food and beverage associated with any activity funded under this program. All awards are at the sole discretion of the Board of Directors.

III. GRANT CYCLE

Grants will be made two times annually by the Montville Education Foundation, Inc. Applications must be postmarked no later than April 30th to be considered for the spring grant cycle and October 30th to be considered for the fall cycle. Awards will be made in January and June of each year. Any application received after the deadline will be considered ineligible and returned to the applicant without review by the Grant Committee.

IV. ELIGIBILITY

    A. A number of entities are considered eligible for participation in the MEF grant program. The MEF encourages collaboration between schools within the district and among individuals and organizations to broaden the level of program development for the residents within the town of Montville. The following are eligible to apply for the grant program:

1. Teachers, administrators or other professionals supporting programs in the Montville School district
2. Teachers, administrators, or other professionals teaching within the town of Montville (include St. Bernard's High School, St. Thomas More Academy, and licensed childcare centers)
3. Municipal departments providing educational programs to residents of the town of Montville
4. Non-profits that want to provide a program to town residents
5. Individuals or parents who wish to provide a program through the town

B. Only programs outside of the town's budget responsibility will be considered. It is not the intention of the MEF to provide funding for programs that are the responsibility of the town of Montville or Montville Board of Education. For profits are ineligible for direct grant funding.

V. TYPES OF PROGRAMS FUNDED

Grant submittals will be evaluated based on whether they enrich or enhance programs that are in place or bring new educational opportunities to the town's residents. Specific criteria are listed below in section VII. A.

The MEF in its sole discretion may accept or reject any project and is under no obligation to fund a project that it determines does not fit with its philosophy or guidelines. A sample acceptance form letter is included in Exhibit B for your review.

VI. FUNDING LEVEL

➢ Foundation grants of up to $5,000

VII. PROGRAM CRITERIA

A. The Grant Committee adopted, and the Board of Directors approved, the following grant criteria to use when reviewing and selecting programs for grant funds:

1. **LEVEL OF LEARNING:** Does the proposed grant application enrich learning beyond the programs in existence today and is it appropriate for the audience identified in the application?

   ➢ Grant writing tip: Explain not only why the proposed program is appropriate for your target audience, but also the projects effects outside of the target audience and beyond the instructional period.

2. **IMPACT:** How broad is the impact of the program? How many individuals will benefit from the delivery of this opportunity? Are there long term benefits to the community—can the program content be duplicated or can others be trained to deliver the program content?

   ➢ Grant writing tip: Be as specific as possible. Be sure to address sustainability.

3. **INNOVATION:** Is the program delivered in new and engaging ways? Does the program create a new pathway for learning? Is the proposed content or delivery creative and exciting?

   ➢ Grant writing tip: Explain what is innovative about the proposed program. Be sure to include how any new methods could impact learning and sustainability.

4. **NEED:** Has the applicant clearly communicated a need for this content in the community? Does the proposal identify how the need will be addressed and the benefits from addressing this need?

   ➢ Grant writing tip: While it is important to demonstrate that the proposed program is not currently available, it is also important to include why the learners and our community need the content.

5. **DOCUMENTED PLAN:** Is the instructional plan clearly outlined; are the goals and objectives consistent with the plan; is the plan achievable during the timeline identified by the applicant; and has a plan been included as part of the application?

   ➢ Grant writing tip: Spell out your instructional plan. Do not assume that reviewers will be knowledgeable about common plans within your organization. Include learning goals, timelines, secondary objectives and your methods. Be sure to explain why your plan is strong.

6. **PROJECT ASSESSMENT:** Will the applicant assess and evaluate the performance of the participants at the end of the program and does the applicant have the ability to tie the learning to the project objectives?

   ➢ Grant writing tip: Include your assessment and evaluation methods and address why they are valid. If they are novel or unusual, be sure to include that as part of your discussion of innovation (Section VII. 3).

7. **COLLABORATION:** Will the program be delivered by the applicant only or has the applicant identified ways to use resources of other entities and corporations? Is there collaboration among all schools within the town's borders? Does the program address the multi-faceted demographic of the town?

   ➢ Grant writing tip: Collaboration is frequently not addressed by applicants. Including this in your program could mean the difference during evaluation of the proposal. Include details and specifics.

8. **BUDGET:** Has the budget been fully documented and is it reasonable considering the program objectives and project plan?

   ➢ Grant writing tip: Be clear and specific. Include all estimates and known costs. If the proposed program requires additional funding, include the amount and the source of those funds. Generalizations are a red flag.

B. Applications should be prepared simply and economically providing a straightforward, concise description of the applicant's grant proposal. Emphasis should be on the completeness and clarity of the proposed program and how it meets the MEF objectives. Any costs incurred by the applicant shall be at the sole risk and responsibility of the applicant.

C. All applications shall be reviewed and scored. The Grant Committee may reject any application that does not fit the mission of the MEF. Applications that fit the mission of MEF require a minimum score of eight (8) for further consideration. The total requests achieving an acceptable score will be prioritized against the available funds. The rubric used for scoring grants is included in Exhibit A.

VIII. GRANT SUBMITTALS

Grant applications, including checklist verifying completeness of the application, must be submitted by the deadline either by mail or electronically.

Mailing address:

<div align="center">

Montville Education Foundation, Inc.

Grant Committee

P.O. Box 521

Uncasville, CT 06382

</div>

Electronic submittals must be made in the form of a PDF via email attachment with the subject line "Attention Grant Chair" to:

<div align="center">

email@montvilleeducationfoundation.org

</div>

Questions may be directed to the MEF Grant Committee by email at:

<div align="center">

email@montvilleeducationfoundation.org

</div>

IX. NOTIFICATION

The MEF Grant Committee will notify all grant applicants in writing of their decision. Applicants approved for funding must sign and return the Grant Acceptance Form prior to receipt of any award. Applications may be withdrawn before the award is made by written notification. Withdrawal after an award is made requires all funding to be returned by the MEF immediately.

Revised 04/30/2015

Grant Application

Exhibit A - Grant Scoring Rubric

Criteria	Exceeds Expectations (3 points)	Meets Fully (2 points)	Adequate (1 point)	Incomplete (0 points)	Score
Level of Learning	Grant application shows how the grant will enrich learning beyond the proposed audience and the appropriateness of the program for the audience	Grant application reflects how the grant will enrich learning and the appropriateness of the program for the proposed audience	Grant application addresses the appropriateness of the program for the target audience	Incomplete or not addressed	
Impact	The project has the potential to involve a great number of individuals or individuals in multiple age groups and demographics; program has long term potential through duplication in future years; program sustainable without additional MEF funds or through a train-the-trainer concept	Number of individuals benefitting from the program is addressed and the program may be duplicated in future years	Addresses limited audience with no projection on long term potential	Incomplete or not addressed	
Innovation	Engaging, creative, and new pathways to learning are well documented by the applicant	Applicant identifies how the program is creative in approach, content or delivery	Addresses how program is offered but not leading edge or creative	Incomplete or not addressed	
Need	Has clearly identified the need in the community through documentation and research; application ties the project to the need and details how the need is addressed	Applicant identifies the need of the community and details how the need is addressed through the project	Applicant identifies the need the program addresses within the community	Incomplete or not addressed	
Documented Plan	Plan is specific, clearly outlined and objectives are defined; goals and objectives of the project are innovative, realistic and clearly stated; timeline is clear and identifies specific activities and dates for completion.	Plan is outlined and has some connection to the objectives; goals of the project are stated, realistic, and clear; timeline is included, list activities and dates for completion.	Instructional plan is outlined and goals of the project are stated; timeline is included.	Incomplete or not addressed	
Project Assessment Plan	Assessments, evaluations and reporting tools are clearly defined, and relevant to the project and measure the learners' performance	Assessments and evaluations for learners' performance are listed and show some connection to project activities	Assessments and evaluations for learners' performance are listed	Incomplete or not addressed	
Collaboration	Proposal identifies potential opportunity for partnering with other schools or agencies with the town of Montville; uses other non-profits or corporations to bring skills, technology and other resources to the town; provides learning to multiple groups of learners (multiple age groups, multiple elementary schools, varying demographics, etc.)	Proposal identifies potential opportunity for partnering or sharing information with other schools or agencies in the town of Montville	Proposal addresses collaboration within the proposed setting only	Incomplete or not addressed	
Budget	Proposed project budget is realistic considering the audience size and stated objectives and includes a narrative with justification and quotes, if available	Proposed project budget is realistic considering the audience size and stated objectives	Budget is documented and included in proposal	Incomplete or not addressed	

Exhibit B

GRANT ACCEPTANCE FORM

Program Title:

Grant Amount:

Applicant's Name:
Company/Organization:
Address:
City, State, Zip code:

Through this Agreement with the Montville Education Foundation, Inc., ("MEF") the undersigned ("recipient") hereby accepts a grant in the amount indicated above, and certifies that:

1. The recipient will abide by the terms and conditions as specified in the Grant Application Form.

2. The recipient will be responsible for the overall management of the approved program. The recipient will be responsible for submission of all status and final reports and submission of claims, statements, and accounts. Only the recipient's signature or an additional named recipient's signature will be accepted on any grant submissions.

3. The services and deliverables described within the recipient's grant proposal will be carried out as proposed in accordance with the scope of work and approved budget. Changes to the recipient's scope of work and/or budget will require written approval from the MEF.

4. The grant amount is a not-to-exceed amount. Only expenses for activities identified in the approved scope of work and budget are eligible for payment. Expenses incurred before this grant agreement form is signed will not be eligible for reimbursement, unless approved by the MEF.

5. The grant recipient is will to submit to the MEF periodic interim reports specifying progress toward the goals and deliverables as provided in the scope of work. Reports may include pictures, drawings, and/or photographs documenting the progress of the completed services. Along with each report, the recipient will submit an invoice that specifies the actual expenditures. At any time, upon request, the MEF must be allowed access to observe the program to review progress or assess outcome(s).

6. The recipient must submit an electronic or paper copy of the final report within 6 months of the end of the initial term or session. The final report will be reviewed by the MEF for completeness. The final report should include:

    a. A summary of the work performed that incorporates:
        ▪ A brief description of the original intent of the program and the perceived benefit of the program.
        ▪ A summary of the tangible accomplishments created or achieved by the program.
        ▪ Media such as videos or photos that can be used to promote the success of the program.
        ▪ Analysis of data collected under the program and any conclusions based upon the analysis.
        ▪ Description of information or educational materials developed through the program (tours, presentations, manuals, directories, etc.)

              ▪ Any recommendations for enhancing the benefits of the program.

      b. Copies of all written, visual, or audio materials produced.

      c. Financial report that shows the total cost of program on a line item basis compared to the approved budget.

7. In addition to the final report, the Montville Education Foundation, Inc. reserves the right to conduct a follow-up survey of funded programs in order to determine long-term impacts of the program.

8. The MEF reserves the right to make the portions or all of final report (including photos or video) available on their website, via social media, as handouts in public forums, or by request. Confidential material will be protected to the extent possible, if requested by the grant recipient in writing at the time of application.

9. The grant recipient must maintain appropriate segregation of project accounting records from other projects or programs. The recipient should retain all records relating to this grant for one year after the expiration of this grant. The MEF reserves the right to examine any directly pertinent records and files of the recipient involving transactions relating to this grant.

10. By accepting the award, recipient agrees the MEF may use the recipient's name and grant award information in various communications to the media.

11. The MEF reserves the right to review the recipient's work to ensure that it is performed in a manner consistent with program guidelines.

12. The MEF reserves the right to terminate this grant award in whole or in part due to the recipient's failure to fulfill the terms certified in this agreement, or due to non-appropriation of necessary funds. All funding must be returned to the MEF if program terminated for non-compliance.

13. The grant recipient will not construe, claim, or imply that acceptance of this grant constitutes Montville Education Foundation, Inc.'s approval, acceptance, warranty, guarantee, or endorsement.

_____

    Signature   Date

_____

    Printed Name

Grant Application

Exhibit C-Tips for strengthening your proposal. Go the extra mile. Do…	Don't…
read and re-read the application guidelines and answer all questions.	omit any of the required information.
be specific.	be philosophical.
be serious.	be dull.
be positive by emphasizing opportunity rather than need.	limit your proposal to a few students unless you can strongly justify need.
eliminate jargon and avoid emotional appeal.	assume the reviewers understand technical terms and common methods.
approach the project with an innovative and creative teaching strategy that will engage learners.	ask for funding that is currently funded within your organization.
check for errors in spelling, grammar, etc.	submit a sloppy proposal.
include an itemized and complete budget. List all items and costs. Be specific.	generalize any portion of your budget.
utilize current technologies.	include out-of-date technologies (e.g., vhs vs. dvd; audio tape vs. cd) without justification.
provide samples, pilot work, articles, etc. that will strengthen your creative or innovative concept.	assume reviewers will understand why your program should be funded.
attempt to reach the largest audience and stress sustainability.	focus on plans that have narrow impact.
write clear evaluation strategies to assess the value of the program.	include a vague evaluation process without clear, measurable criteria.
get feedback on your proposal from colleagues, supervisors, collaborators, etc., before you submit.	try to go it alone.
keep your sense of humor and enjoy the process.	give up if you are not funded. Utilize feedback to improve and re-submit.

MONTVILLE EDUCATION FOUNDATION, INC. GRANT APPLICATION

Grant Application

GRANT APPLICATION

PROJECT TITLE: _____

APPLICANT NAME(S): _____

ADDRESS: _____

_____

PHONE: _____

EMAIL: _____

CONTACT: _____

AMOUNT REQUESTED: _____

By signing below the recipient and program director agree to:

1. Comply with the terms and conditions of an award as outlined in the Grant Acceptance Form;

2. Complete a post-project evaluation final report including a full accounting of all expenditures within 6 months of completion of the first term/session;

3. Allow the MEF to visit the program (upon request) to assess and record progress;

4. Return any uncommitted and unused funds to the MEF; and

5. Allow the MEF to publish the grant proposal and any or all results of the funded project.

The grant recipient will not construe, claim, or imply that acceptance of this grant constitutes Montville Education Foundation, Inc.'s approval, acceptance, warranty, guarantee, or endorsement. By submitting this application, the signatory warranties that he/she has the full authority to sign on behalf of the applicant.

_____   _____

APPLICANT'S SIGNATURE   **DATE**

_____   _____

ADMINISTRATOR OR DIRECTOR'S SIGNATURE (IF APPLICABLE   **DATE**

For internal use only

Date Received: _____   Application Number: _____

Grant Application

1. **PROJECT TITLE:** _____

2. **ABSTRACT:** Provide a brief description of your project and how it fits with the mission of the Montville Education Foundation, Inc. Include project goals, objectives and detailed timelines. Do not exceed the allotted space. (see sections VII.A., VII.B. and Exhibit C)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Application Number: _____
For internal use only

3. **CRITERIA:**
   For each of the following criteria, please provide a detailed explanation of how your program will meet the objectives. Provide enough detail for the MEF Grant Committee to make a determination of acceptability. Use the sample rubric and grant writing tips as a guide; include any additional information (not specifically noted in the rubric) that might affect assessment. Include additional exhibits as needed. (see section VII.C. and Exhibits A and C)

   Please respond in full to each of the following:

   ➢ **LEVEL OF LEARNING:** How does the proposed program enrich learning beyond the programs in existence today? Is it appropriate for the audience? Explain. (see section VII.A.1.)

   _____
   _____
   _____
   _____
   _____
   _____

   ➢ **IMPACT:** Detail the impact of the program. Include number of learners, long-term community benefits and sustainability. Address secondary impact such as program duplication at other institutions and training future instructors. (see section VII.A.2.)

   _____
   _____
   _____
   _____
   _____
   _____

   ➢ **INNOVATION:** Describe how the proposed program is innovative. Some areas of innovation include content, delivery and evaluation. Include aspects that make the program creative and exciting. (see section VII.A.3)

   _____
   _____
   _____
   _____
   _____
   _____

Application Number: _____
For internal use only

Grant Application

> **NEED:** Justify why there is a need for the proposed program in our community. Include how our community would benefit from the proposal and how the proposal addresses the need. (see section VII.A.4.)

_____
_____
_____
_____
_____
_____

DOCUMENTED PLAN: Describe in detail the instructional plan, timelines, goals and objectives. Justify achievability within the prescribed timelines and consistency of the goals. (see section VII.A.5.)

_____
_____
_____
_____
_____
_____

> **PROJECT ASSESSMENT:** Describe and justify the methods used to evaluate the participants and the overall assessment of the proposed program. Include each program objective. (see section VII.A.6.)

_____
_____
_____
_____
_____
_____

> **COLLABORATION:** How will the proposed program utilize resources of other entities or corporations? Is there collaboration among schools/organizations within the town? What factors address the multi-faceted demographic of the town? (see section VII.A.7.)

_____
_____
_____
_____
_____

Application Number: _____
For internal use only

Grant Application

> **BUDGET:** Include a detailed budget outlining and justifying expenses. Use additional exhibits if necessary. (see section VII.A.8.)

_____
_____
_____
_____
_____
_____

> **ADDENDA:** List any additional exhibits you have included and the criteria they impact.

_____
_____
_____
_____
_____
_____

4. **TOTAL AMOUNT OF GRANT REQUESTED: $** _____
   MINIMUM AMOUNT IF PARTIAL FUNDING AVAILABLE: $_____

5. **IF THE PROGRAM REQUIRES ADDITIONAL FUNDING ABOVE THE MEF MAXIMUM:**
   Can the program be scaled down to fit the MEF maximum award? _____ Yes _____ No
   Please describe how the program will be scaled (use additional space if needed).

_____
_____
_____
_____

Are other funds available to support this project?   _____ Yes   _____ No
Amount: $_____
Please describe what efforts have been made to obtain other funds.

_____
_____
_____
_____

If additional funds will be used, describe how they will be accounted for and offset by this award.

_____
_____
_____
_____

Grant Application

HAVE YOU REMEMBERED TO INCLUDE:

( )   **CONTACT INFORMATION**

( )   **SIGNATURE OF APPLICANT AND ADMINISTRATOR/DIRECTOR (IF APPLICABLE)**

( )   **DETAILED BUDGET AND JUSTIFICATION**

( )   **REQUESTED FUNDING AMOUNT**

( )   **PARTIAL FUNDING AMOUNT**

( )   **PROJECT PLAN**

( )   **PROJECT ASSESSMENT**

( )   **SPECIFICS ON NEED**

( )   **HOW YOUR PROJECT AFFECTS THE LEVEL OF LEARNING**

( )   **COMMUNITY IMPACT**

Revised 04/30/2015

Application Number: _____
For internal use only