Dear 2020-2021 Grant Applicant(s):

Welcome to the 2020 grant application process. We would like to provide a few pointers and guidelines as you begin filling out the application.

The Marshfield Education Foundation is committed to funding innovative projects not covered in the school budget. Our hope is to allow teachers and school staff the resources to put their best teaching practices into effect. We also believe in the well-being of the whole student and welcome projects from school staff who may not be classroom teachers.

As you fill out the application, please keep the following in mind:

- Anecdotal stories go further than heavy research data. While some research data is fine and helpful, cutting and pasting large portions of research does not provide us with a sense of your classroom and the way the materials/speakers/technology will be utilized. Personalizing your application will have a greater impact on those reading your application.

- Applications should be project based. It is acceptable to request technology; however, we would like to see a description of its everyday classroom application rather than research on the importance of technology in the classroom. Ideally, the technology would be presented as part of a project. That project may be as small as a unit or as large as a year-long learning objective. Any technology requests must be approved and signed off by Dave Cawthorne prior to submission.

- It is important to provide the names of all teachers who may utilize the materials you are requesting. Materials may only be purchased for use in classrooms of those teachers whose names are on the application.

- It is essential that all portions of the application are answered in detail. The questions put forth are important to the Grant Committee and the Board of Directors.

- Budgets must be detailed with specific line items and their related cost.

- On average MEF grants a total of $100,000 annually. Grants valuing more than 25% of current year's funding may only be partially funded. If you are thinking of submitting a grant over that amount, please contact a member of the Grant Committee. We also encourage you to seek out possible cross district grants and community partnerships.

We are happy to answer any questions you may have as you prepare your application. Feel free to email the Grant Committee at mefgrantcommittee@gmail.com.

We wish you the best of luck with the grant process. Your participation, regardless of the outcome, keeps the process competitive and encourages best teaching practices across the town of Marshfield.

2020-2021 Grant Proposal Cover Sheet

Primary applicant:

Co-applicants:

Primary applicant's email:

Primary applicant's school:

Primary applicant's position at the school:

Primary applicant's phone:

Proposal name:

Applicant signature(s): _____

Principal signature (mandatory): _____

Director of Technology signature if applicable: _____

Submission Instructions: Please send ONE paper copy of your completed application via interoffice mail to the Superintendent's Office and submit ONE electronic copy in PDF format to mefgrantcommittee@gmail.com. Document Naming Convention should be: MEF20_PRIMARY APPLICANT LAST NAME. If you are primary applicant on more than one grant, please label 1,2,3... after last name. **The deadline for submitting applications is 11:59pm March 3, 2020.** The Grants Committee will notify all applicants of the results in late April, 2020. Please direct all questions to mefgrantcommittee@gmail.com.

Applicant's and/or applicants' signature(s) grant permission to MEF to use the application as an exemplar on our website should an application receive funding. Applicant(s) also agrees to provide updates including narratives, photos and/or videos documenting implementation of the project and to complete a follow-up document upon completion of the project.

2020-2021 Grant Proposal Data Sheet

Proposal name:

One sentence description of the project: (For examples, please review grant summaries on our website at www.marshfieldfoundation.org.)

Total dollar amount requested:

Estimated number of students affected by this grant:

Schools _and_ grades affected by this proposal:

Would the school budget cover the costs of the project?   Yes / No

Has this _project_ received funding from MEF in the past?   Yes/No

If yes, what year?

(Please note that we will _not_ be able to fund projects for _more than two years_.)

Project Budget: Supplies and Materials

	Description of Projected Purchase Vendor and Quantity	Amount of Purchase	Rationale
Instructional Materials			
Instructional Technology			
Non-instructional supplies			
Non-technology equipment			
Instructional speaker/guest			
Additional items not described above			
Total			

2020-2021 Grant Application

This section should not exceed a **total of four pages**. You may increase or decrease the box sizes based on the information you choose to provide.

Project abstract: Briefly describe your project and include answers to the following questions:

What would you like to accomplish? How will you accomplish it? Please pay particular attention to describing how this project is innovative, and how it will enhance the curriculum in a new and creative way.

Professional background: What talents, resources, and/or experiences will you bring to this project?

Project Snapshot: Please provide any *or* all of the following: a "snapshot" of a moment you envision with your students and the new materials, technology or guest speaker OR an anecdotal story of seeing the materials, technology or guest speaker in the past.

Learning objectives: What will the impact be on student learning? How will this project advance the instructional goals of the school/school system? Please list all key learning objectives.

.

Timeline: What is the timeline for this project? Please indicate approximate start and end dates and the dates for major milestones, activities, or events. Approximate dates are acceptable.

Evaluation: How will you measure progress towards your learning objectives? What before and after data can the Marshfield Education Foundation expect to see?
.

Community Education: How will you share the results of this project with the community? How will you share this project with colleagues for possible replication?