

# **Miami East Education Foundation**

## **School Personnel Grant Application Process**

**Background:** The Miami East Education Foundation (MEEF), established in 2003, works to promote educational excellence in the Miami East schools. The mission of the Foundation is to generate and distribute funds for grants, scholarships, and enrichment programs which will benefit Miami East students. The Foundation is administered by a board of volunteer trustees, members of the community who are committed to helping provide the best possible educational experiences for Miami East students and the community.

**School Personnel Grants:** Each academic year MEEF will award “School Personnel Grants” for special projects, programs, or practices that will enhance and expand student learning. All school personnel who impact the education and development of Miami East students are eligible to apply (teachers, librarians, administrators, cafeteria personnel, nurses, bus drivers, support staff, custodial staff, et al.). Individuals or groups may apply. Only programs, materials, and activities not funded through the public funding structure will be considered for these grants.

**Grant Funding:** The amount of funding available is contingent upon the amount of money collected by the Foundation and may vary from year to year. The Foundation board may elect to offer partial funding for a project. The board encourages collaborative funding and invites applicants to also seek partial or additional funding from other sources.

**Grant Awarding:** The MEEF board of trustees will name a chair for a committee to review School Personnel Grant (SPG) applications. This chair will form a five-member committee. The committee will review all SPG applications and recommend to the MEEF board which applications should receive the grant awards. The MEEF board will vote on the committee’s recommendations and determine the funding to be awarded.

### **Timeline for the School Personnel Grant application/award process:**

- June 15 (**or** last Friday preceding June 15, if June 15 occurs on Saturday or Sunday) is the *final date to submit applications*. **Please send or hand-deliver applications to the Superintendent’s office. No applications will be accepted after due date.**
- By mid-July Foundation board will meet to determine which proposals will be funded.
- August Grant awards announced during Staff First Work Day.

***During the school year, grant recipients will be invited to present a follow-up report to the MEEF board.***

# **MEEF School Personnel Grant Application Form**

Project Title:

Amount of funding requested from MEEF:

Itemization of how funds will be used:

Applicant(s) name(s) and association with Miami East Local Schools:

School(s)/Group(s) targeted for grant:

Approximate number of students impacted:

Project leader(s):

Contact person:

Mailing address:

E-mail address:

Daytime phone:

Evening phone:

## MEEF School Personnel Grant Application, page 2

Abstract of requested grant:

*(Summarize project in 500 words or fewer. Attach a separate typed page to this form. Include benefits to students involved and indicate if the project is related to a specific district goal or curriculum area.)*

Proposed schedule:

*(Describe project's timeline, giving start and completion dates.)*

Additional comments:

Principal's and/or Superintendent's comments: (May attach separate page.)

Principal's and/or Superintendent's signature(s):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_