



MARSHWOOD EDUCATION FOUNDATION

SUPPORTING INNOVATION & EXCELLENCE

Grant Application Package

Package Contents

1. Title page
2. MEF Mission & Board of Directors
3. Directions for Grant Application
4. Grant Application Form
5. Review Rubric
6. Grant Evaluation Form

Prepared for the 2009-2010 funding cycle

Revised 4/2009

MARSHWOOD EDUCATION FOUNDATION

Supporting Innovation and Excellence

Mission: *The Marshwood Education Foundation (MEF) is an independent, non-profit organization of dedicated community members. The foundation is committed to supporting public education in Eliot and South Berwick through funding innovative educational opportunities that fall outside the responsibility of the school budget.*

2009 MEF Board of Directors

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<mailboxmef@gmail.com>

Marshwood Education Foundation Grant Application Instructions

Grants will be distributed twice in the school year:
December 7, 2009 and May 10, 2010

1. Upon review of the entire MEF Grant Application Package, please complete grant application online at <<http://marshwood-education-foundation.org>> by specified deadlines. Each application will have a number and a password accessible only by the applicant, his/her administrator and the MEF Grants Review Committee and Board.
2. Notify your administrator (principal, or superintendent, if applicant is a principal) that you have completed the application for administrator acknowledgement. Upon acknowledgement via electronic signature, your administrator will notify the Grants Committee Chair by email, <rbbeavers@comcast.net>, that the application is ready for review.
3. Upon the completion of the project, please fill out the online Grant Evaluation Form and send to Grants Committee Chair by email. Consideration for future grants is dependent upon submission of a completed evaluation form.

Grant Application Deadline: Applications must be submitted to MEF by *October 23, 2009 and March 26, 2010*. Applicants will be notified of the grant awards no later than six (6) weeks from the submission deadline.

Eligibility: All faculty and administrators are eligible to apply for grants, as long as direct impact on students can be demonstrated. In recognition of the fact that we are all life long learners, MEF invites all staff members, students, parents, community members, and organizations to apply for a MEF grant with the support of a MSAD35 faculty or administrator sponsor. We believe this sponsorship is necessary to ensure coordination within the schools, district goals are met and the ultimate success of each grant effort.

Purpose: Grants are awarded for the purpose of supporting Pre-K-12 curriculum enrichment. They are intended to meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. Grants may include project-related supplies or equipment, workshop fees, and/or resource materials. Grant awards are intended to be used as seed money to fund new programs and projects.

Scope and Requirements: Grant awards will be based on the merits of the proposed project, the demonstrated needs of the project and the funds available. Projects may be funded partially or in full versus. A detailed budget is essential for projected costs, describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. The Grants Committee must approve changes to the project before expenses will be reimbursed. All materials and equipment purchased with MEF funds become the property of MSAD #35 and must be identified accordingly.

All applications require your administrator's electronic signature to confirm his/her acknowledgment of the application.

Projects must be completed within one (1) year of funding approval unless MEF President and Grants Committee Chair have approved other arrangements.

Applicant's administrator takes oversight control after a grant has been awarded to an applicant by MEF.

Criteria: The following criteria will be used to review grant applications:

- **Number of students benefiting from project**
- **Collaboration with and impact on colleagues**
- **Originality of the project**
- **Clarity of the goals and objectives**
- **Evaluation Plan (assessment tool and student end product)**
- **Requested funds that are consistent with project**
- **Alignment with MSAD #35's Pre-K-12 adopted curriculum and Professional Development Plan ***

* **All applications must conform to MSAD #35 policies:**

(1) To ensure that all Marshwood students are safe and free from harassment and are well known by at least one adult in the building. To have all of the staff trained to have the knowledge and skills necessary to foster a climate of respect for all.

(2) To have all Marshwood students read and understand what they read at a high level. Students will also be informationally literate. They will know when there is a need for information, be able to identify, locate, evaluate and effectively use information for the issue or problem at hand. All teachers will have a deep understanding of the reading process and know how to help students read for understanding in any content area.

(3) The staff will use technology to learn and to teach. They will model digital-age work and learning. They will use technology to connect with colleagues, students and parents. They will have a deep understanding of what technology tool to use for remediation, differentiation, promotion of students engagement, and clarification of difficult concepts.

Grant number _____

Date received _____

[MEF use only]

Marshwood Education Foundation Grant Application Form

Project Title _____

Submission Date _____

Contact Person _____

Position _____ School _____

Phone (work) _____ (home) _____

Email _____

Amount requested _____

Administrator Acknowledgement - electronic signature indicates grant project is in alignment with the District's curriculum goals:

____ I have read grant application.

Signature _____ Title _____ Date _____

Applicant, please complete by checking all that apply to the project:

I/We believe this project

____ borrows from a successful idea used outside of MSAD #35

____ is a new idea for our school district

____ is based upon research by _____

Applicants please mail your application to your administrator, so that he/she can provide their acknowledgement and electronic signature. Please request your **administrator** to notify by email the MEF Grants Committee Chair, <rbbeavers@comcast.net>, who will then schedule a review of all applications by the Grants Review Committee.

Marshwood Education Foundation Grant Application

Note: Please keep your answers to each question to 250 words or less.

- 1. Give a brief description of your project, including the beginning and ending dates, curriculum goals and objectives.**
- 2. Estimate the number students will benefit from this project? How will they be selected?**
- 3. List additional MSAD #35 school personnel to be involved. Include name and position. How will you share what you have learned from your project with your colleagues?**
- 4. How will you evaluate whether the objectives of the project have been met? What will be the ongoing use or benefits of the project?**
- 5. How does this project compliment MSAD #35's Pre-K-12 adopted curriculum and Professional Development Plan?**
- 6, In the event you could not fulfill your obligation to administer a grant awarded to you, whom would you recommend, with your administrator's input, to take over the administration of the grant award?**
- 7. What part of your total budget are you seeking from MEF? Do you have additional sources of funding? If so, please indicate source and amount.**

Please complete the itemized list of budget items accounting for your project total on the next page. Include a list of materials, equipment, sources of supply, and other costs. Please be sure to include any shipping and handling expenses.

Marshwood Education Foundation Grant Application

Proposed Budget

COST

Supplies/Materials to be funded by this grant \$ _____

Purchased Services (consultants, speakers) \$ _____

Equipment: (Purchased equipment remains the property Of MSAD #35) \$ _____

Are you applying for funding elsewhere? If so, please list source and amount. \$ _____

Total Cost of Project: \$ _____

Less funds requested from other sources: (\$ _____)

Net Amount requested from MEF: \$ _____

Date(s) on which funds are needed for Project: _____

Include detail here:

Marshwood Education Foundation Rubric

[For MEF Use Only]

MARSHWOOD EDUCATION FOUNDATION				
Weighted Grant Scoring Rubric				

Criteria	Excellent	Very Good	Average	Score
Number of Students Benefiting	6 - Students of multigrade/subject classes or whole school/district	4 - Students of two or more classes (same grade or subject)	2 - Students of one class (same grade or subject)	
Impact on Colleagues	6 - Collaboration with other staff AND a plan for professional development for colleagues	4 - Collaboration with other staff OR a plan for professional development for colleagues	2 - Little or no collaboration with other staff AND no plan for professional development for colleagues	
Originality of Project	3 - A project new to MSAD #35 and to field of education	2 - A project new to MSAD #35 with national and/or scientific support	1 - A project already in place in MSAD #35	
Clarity of Goals and Objectives	3 Goals and objectives are clearly defined	2 Goals and objectives are vaguely defined	1 Goals and objectives are not defined	
Evaluation Plan	3 Complete plan includes detailed assessment tool AND student end product	2 Plan includes less detailed assessment tool or student end product	1 Plan is a subjective narrative. No detailed assessment tool or student end product	
Total Score				

Grant Title:
Grant Number:
Subject Area:
Grade Level(s):

Reviewers Initials _____

Questions/Comments:

Marshwood Education Foundation Evaluation Form

Please complete this evaluation form on the MEF website within thirty (30) days of project completion and then email your administrator and the Grants Committee Chair that it has been completed.

Grant Contact Person _____ Grant Number _____

Project Title _____ Grant Amount _____

1. Now that your project is completed, describe the results in terms of your goals and objectives.

2. Discuss the successes and challenges encountered in your project.

3. Describe the overall current and potential impact of your project on your students, colleagues, your school, MSAD #35 and/or the communities of Eliot and South Berwick?

4. Would you recommend this project be added to the curriculum, if approved and budget funds became available?

5. Other comments (use other side if needed):

Signed _____ School _____