

# **Manchester Township Educational Foundation 2016-17 MAJOR GRANT GUIDELINES**

## **I. Purpose**

The purpose of the Manchester Township Educational Foundation Grant Program is to provide funding for innovative new programs and equipment intended to enrich the curriculum for the students in the Manchester Township Public Schools. MTEF seeks proposals that offer novel concepts and strategies that will positively affect student learning. MTEF will only fund items not provided for in the regular school budget, with the intent that funded projects will have a lasting and positive impact on students.

## **II. Eligibility**

The grants are available to all schools in the district and should be submitted by the Principal. Limit of two proposals per school. For the Fall 2016 grant cycle, MTEF has set aside a total of up to \$15,000 to award for a single project.

## **III. Criteria**

Proposed projects must enhance and enrich the curriculum, offering novel concepts and strategies that will positively affect student learning. Grant proposals should have a wide-ranging impact, benefitting as many students as possible at a district, school-wide or grade level, not an individual class.

Grant proposals should include expenses (or list other funding sources) for all materials or equipment necessary to carry out the program as described in the grant. Grant requests must be within the guidelines of the curriculum as defined by the school district and approved by the superintendent. Each grant proposal will be individually evaluated for content and value of the program.

## **IV. Procedure**

All applications must be filled out completely and approved by the Superintendent before they are submitted to MTEF per the application instructions. Incomplete applications or applications received after the deadline will not be considered.

## **V. Evaluation**

Each grant recipient is required to submit a brief evaluation of the funded project to MTEF within two months after completion of the project. Any supporting materials, such as pictures, newspaper/web articles, videotapes or letters from students, should be attached. The Foundation uses this information to monitor the grant program to ensure that our goals are being met and to publicize the work of MTEF.

## **VI. Payment of Funds for Grants**

Funds will be available in June 2017 in order to implement projects for the fall of 2017. Formal presentation will be made at the MTEF Golf Outing Dinner on June 5, 2017. MTEF will contact recipients about purchasing/payment details. Unless otherwise approved, all funds are to be used within six months of the grant award date. All equipment and supplies purchased using MTEF funds become the property of the Manchester Twp. School District and must remain in the district should the grant recipient leave their employ.

Grants may be awarded in any of the following ways:

- Equipment may be purchased directly by MTEF and delivered to grant recipient.
- MTEF may send a check directly to the applicant for smaller items. Receipts for purchases made with these funds must be submitted to the MTEF Treasurer within 30 days of receipt of check (unless otherwise approved by the MTEF).
- MTEF may issue checks made payable directly to the vendor(s).
- Arrangements may be made to have items ordered through the school district purchasing system, with reimbursement made by MTEF.

***In no case should a grant recipient purchase any item without specific prior approval from MTEF.***