



## ***Miami East Education Foundation School Personnel Grant***

**Background:** The Miami East Education Foundation (MEEF), established in 2003 as a component fund of The Troy Foundation, 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 and the community. 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.

**What is a “School Personnel Grant”?** Each academic year MEEF will award “School Personnel Grants” for special projects, programs, or practices designed to enhance and expand student learning.

**Who is eligible to apply?** All school personnel who impact the education, environment and development of Miami East students (teachers, librarians, administrators, cafeteria personnel, nurses, bus drivers, support staff, custodial staff, et al). Individuals or groups may apply.

**What kinds of projects could be considered for a School Personnel Grant?** Learning enrichment programs, materials, and activities that will involve targeted groups of students and create an environment conducive to advancing the mission of Miami East Schools will be considered. Generally, these projects cannot be funded through the public funding structure.

**How are grants funded?** 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.

**How are grants awarded?** The MEEF board of trustees will name a chair for a committee to review School Personnel Grant (SPG) applications. This chair will form a committee consisting of at least four members plus the chair. 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.

### **What is the timeline for receiving a School Personnel Grant?**

- Applications due: June 15 (or last Friday preceding June 15, if June 15 occurs on a 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.**
- Applications reviewed: By mid-August Foundation board will determine proposals to be funded and amount of funding.
- Grants awarded: August Presented during District-Wide Staff Meeting.

***During the ensuing school year, grant recipients will be required to present a final report narrative to the MEEF board via The Troy Foundation. Instructions will be sent to grantee after grant is awarded.***

# ***Miami East Education Foundation School Personnel Grant Application***

*\*Blanks are fillable. Please answer all questions, print and include with your grant proposal and principal's signature.*

Project Title: \_\_\_\_\_

Project Leader: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email address: \_\_\_\_\_

Preferred after-school contact phone number: \_\_\_\_\_  
(If additional information regarding the grant proposal is needed.)

Building Principal: \_\_\_\_\_ Building: \_\_\_\_\_

Are other staff members participating in this project? If "yes", please list names and job titles:

\_\_\_\_\_  
\_\_\_\_\_

School year grant will be implemented: \_\_\_\_\_ (Grant money must be utilized during the school year specified here.)

Timeline (anticipated start and completion dates): \_\_\_\_\_

School(s)/Group(s) targeted for project: \_\_\_\_\_

Approximate number of students impacted: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Total estimated project budget: \_\_\_\_\_

Have any members of this group received a previous MEEF grant? (Y) or (N)

If "yes," what year(s) was/were the grant(s) received? \_\_\_\_\_

Have you received funding for this project from any other source? (Y) or (N)

If "yes," approximately what amount has already been secured? \_\_\_\_\_

Have you requested funding from any other source(s)? (Y) or (N)

If "yes," what amount has been requested? \_\_\_\_\_

**Grant proposal description:** Please attach a typed summary of your proposal (500 words or fewer). Include the following required information:

*I. What are the project goals? What activities will students do? How are these activities related to the goals? How will students benefit? Is the project related to a specific district goal or curriculum area? Explain. Indicate how this project is unique and not a duplication of an existing initiative.*

*II. Provide a detailed itemization of how requested funds will be used using quotes and/or "shopping carts".*

**Grants will be awarded during the August District-Wide Staff meeting.**

**The Troy Foundation (TTF) will provide the Project Leader with a grant acceptance form (to be returned to TTF), guidelines for the financial process and required Final Report Narrative.**

*(MEEF School Personnel Grant App/page 2/form approved 2020)*

# *Miami East Education Foundation School Personnel Grant Application*

## *Principal/ Superintendent Comments and Signatures*

**Please secure the signature of either your building principal or the superintendent and include with your grant proposal application.**

*If applicant is building principal, please secure superintendent's signature.*

Principal's and/or Superintendent's comments:

\_\_\_\_\_ Date: \_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Superintendent Signature*

\*\*\*\*\*  
**This section for committee use only:**

**Grant request approved: (Y) or (N)**

**Comments:**

**Signature of Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name of Committee Chair:** \_\_\_\_\_