Masconomet Education Foundation
Teacher Grant Request Form

The Masconomet Education Foundation (MEF) is an independent, non-profit, 501(c)(3) organization dedicated to funding initiatives to enrich the educational experience for students by funding projects that enhance the resources available to educators, improve the technology in the classroom, and provide unique learning opportunities for our students.

Project Title: _____

Project Date: _____

Grant Amount Requested: $_____

Date Requested: _____

Applicant Information:

Name: _____

Position and School: _____

Email: _____

Collaborators: _____

Project Information: Please provide a brief description of your proposed project and how it ties into MEF's mission, including any major activities or events planned around this grant:

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Grade Level(s)_____ **Number of Students Impacted:_____**

Timeline (Start & End Dates): _____

***Detailed Budget:* Please provide a detailed budget below for funds being requested from MEF (attach supporting documentation to all requests).**

Project Budget

Program Name:				
Non-Personnel	Total Project Budget	MEF Funds	Matching Funds	School Budget Funds
Equipment				
Transportation				
*Materials				
Training				
Registration Fees				
Subtotal				
Total Expenses				

***All materials and equipment funded through the MEF grant are property of the Masconomet Regional School District*. Can the project proceed with partial funding from MEF?_____**

Explain any changes in the scope of the project and/or the objectives to bring down cost:

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Conditions:

- Work with MEF to obtain publicity pictures for this project. Ensure all school publicity for this project includes mention that funding was provided by MEF.
- Provide receipts and appropriate documentation for the budget report
- During the project, provide an interim report if requested
- Complete the Grant Follow-Up report regarding how grant money was used and success of the project

Approval Procedure:

Grants must have prior approval with the following signatures in order to be considered by MEF. It must be reviewed and approved by the appropriate Principal and the Superintendent; following that it will be forwarded to MEF by the Superintendent's Office for their review. Upon a majority vote, MEF will notify electronically of grant approval, and purchases and/or work can be scheduled once the funds have been approved and accepted by the Masconomet School Committee.

1. ***Middle School Principal Signature:***

2. ***High School Principal Signature:***

3. ***Superintendent Signature:***