



## Millcreek Education Foundation Grant Application Guidelines

The Millcreek Education Foundation is a 501(c)3 organization comprised of a series of funds, all of which benefit students attending Millcreek Township School District schools. These grant guidelines are designed for use for those specific funds that are under the auspices of the Millcreek Education Foundation. At its discretion, the Millcreek Education Foundation reserves the right not to fund any grant requests. Applicants are encouraged to contact the designated person within the foundation prior to submitting an application.

### Eligibility

The application process is open to faculty, staff, and administrators employed by the Millcreek Township School District. Parents or students wishing to access the funds must partner directly with one of the eligible applicants.

In line with the mission of the Millcreek Education Foundation, grants will be made for educational programming, athletic and extra curricular activities and staff development. Grants will not be made for scholarships, as separate funds are available for that purpose. Grant funds are also not intended to replace or relieve the existing responsibility for public funding of school programs.

Grants will not be awarded for the following:

- Salaried positions
- Substitute teachers not considered a key component of a program or project
- On-going program support
- Retroactive expenditures
- Program ads or sponsorships
- Benefit activities
- Hospitality expenses
- Prizes as part of a competition, raffle, give-away
- Transportation

### Grant Criteria

All grant applications must include:

- A project narrative
  - o Project description that describes the project in detail including when and where it will take place, who is involved and the sequence of activities
  - o Goals and objectives of the project; including a statement on how the project meets the mission of the Foundation
  - o Anticipated outcomes
  - o Staff/presenter qualifications, if applicable
- The grade and number of students impacted and the reason for selecting that grade
- A timeline including the date the project will commence. Projects should conclude within one year of the commencement date.
- A detailed budget, including a statement as to how the program would be impacted if only partial funding is received. Note: additional funding beyond the request to the Millcreek Education Foundation is encouraged but not required
- The Millcreek Township School District Grant Request Form

## Application Process

Applications will be accepted and reviewed according to the following table:

Deadline	Notification Date
August 1	September 30
December 1	January 31
April 1	May 31

\*\*\* Please plan accordingly to coordinate your submission and when you will be notified as your funding needs dictate.

Prior to submitting an application to the Millcreek Education Foundation, applicants must follow the procedures in place by the Millcreek Township School District. Applications that have not been approved by the Administration will not be considered. Because Administration approval may take up to 30 days, applicants should allow ample time to insure grant applications are filed in a timely manner.

Applications must be submitted in duplicate and postmarked by the deadline date. Applications submitted after the deadline will be returned to the applicant and not reviewed as part of that grant cycle, but may be resubmitted for a future funding cycle.

Applicants must select the focus area to which they are applying and may apply for no more than \$2,000 in funding.

### Grant Evaluation Process and Criteria

Applications will be reviewed and ranked by members of the Millcreek Education Foundation Allocations Committee, which may include both members of the Millcreek Education Foundation and Millcreek Township residents. Rankings and recommendations of the Allocations Committee will be submitted to the full Foundation Board of Trustees for approval.

Applications will be rated on a 100-point scale based on the following criteria:

#### Quality of project (65 points)

- Project description
- Goals/Objectives of project
- Anticipated outcomes
- Qualifications of the presenter/staff, if applicable
- Students impacted

#### Budget/Management (35 points)

- Stability and fiscal responsibility
- Timeline
- Budget

### Grant Award Process

Applicants receiving a grant award will be required to sign a grant award agreement. Once that document is returned, the grant funds will be distributed to the Millcreek Township School District for further allocation to the project.

**Crediting**

Persons receiving funding from the Millcreek School Foundation are requested to acknowledge the grant in all published material and announcements connected to the grant.

**Final Report**

A Final Report must be submitted to the Millcreek School Foundation 30 days after the completion of the program. The Final Report should include detail on how the goals as stated in the application were met, the outcomes that occurred, and a comparison of the proposed budget to the actual. Any unexpended funds must be returned to the Millcreek School Foundation. If a Final Report is not submitted, applicant will not be eligible for future funding requests.

**Millcreek Education Foundation  
Grant Application Form**

Date Received: _____
Application No.: _____

Applicant: \_\_\_\_\_ School: \_\_\_\_\_ Department: \_\_\_\_\_

Applicant's Contact Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Applicant's email: \_\_\_\_\_

Request Title (brief descriptive title): \_\_\_\_\_

Request Narrative: *On a separate page*, write a brief narrative providing details of your request as outlined in the Grant Application Guidelines – under Grant Criteria. The narrative is not to exceed one typed page (minimum size 10 font).

Number of Students Impacted: \_\_\_\_\_ Students' Grade Level(s): \_\_\_\_\_

What is the focus of this grant proposal (check one):

Educational Programming

Extra-curricular Activities

Athletic Activities

Staff Development

Amount Requested (not to exceed \$2,000): \_\_\_\_\_ Date when funds are required: \_\_\_\_\_

Were other sources of funding sought for this proposed project (yes or no)? \_\_\_\_\_ If yes, please explain:

Is this a 'one-time' project (yes or no)? \_\_\_\_\_ If no, how will you fund this project in the future?

\_\_\_\_ (Please check) I have completed the Millcreek Township School District Grant Application Process form for my request, complete with signatures to indicate approval.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

For Millcreek Education Foundation use only:

Fund: General Fund: \_\_\_\_\_ Specific Fund (name fund): \_\_\_\_\_





