



## 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 (food, beverage, etc.)
- Prizes as part of a competition, raffle, giveaway, school-wide positive behavior program incentives
- Transportation

### Grant Criteria

All grant applications must include:

- A project narrative
  - Project description that details the project including when and where it will take place, who is involved and the sequence of activities
  - Goals and objectives of the project; including a statement on how the project meets the mission of the Foundation
  - Anticipated outcomes
  - 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:

<b>Deadline</b>	<b>Notification Date</b>
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 Education 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 Education 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 Education Foundation. If a Final Report is not submitted, applicant will not be eligible for future funding requests.



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## MILLCREEK EDUCATION 2023-2024 GRANT APPLICATION

Applicant \_\_\_\_\_ School/Building \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Proposal Title (brief descriptive title of proposal): \_\_\_\_\_

Proposal Narrative: On a separate sheet of paper, write a brief narrative providing details as outlined in the Grant Application Guidelines – Under “Grant Criteria.” The narrative is not to exceed one page (minimum size 10 pt font).

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

What is the focus of your grant proposal (select one):

\_\_\_\_\_ Educational Programming

\_\_\_\_\_ Extra-Curricular Activities

\_\_\_\_\_ Athletic Activities

\_\_\_\_\_ Professional Development

Amount Requested: (Not to exceed \$2,000) \_\_\_\_\_ Date funds are needed \_\_\_\_\_

Were other sources of funding sought for this proposal? Yes No If yes, please explain.

Is this a one-time project? (circle one) Yes No If no, how will the project be funded in the future?

\_\_\_\_\_ (Please check) I have completed the required MEF Grant Budget and the Millcreek Township School District Grant Application form for my request, complete with signatures indicating approval. Incomplete submissions will not be considered for funding.

\_\_\_\_\_  
Applicant's Signature  
(MEC)

\_\_\_\_\_  
Building Principal Signature or Supervisor

*MEF INVESTING IN STUDENT SUCCESS*

**Millcreek Education Foundation  
Grant Budget Outline**

Project Name:  
Project Leader(s):  
Total Project Cost:  
Date:

**EXPENSES**

Item	Vendor	Amount Needed	Cost	Notes

**\*\*Total Expenses Please round to the nearest dollar.**

**REVENUE**

Source/Type	Amount	Total	Status	Notes

**Total Revenue**

\*\*Any deviation from the budget must be explained in the required grant report at the completion of the project. Unused funds will be returned to MEF  
All MEF Grants are one-time awards. Grant recipients may not request additional funding for the same project and/or the same project in successive years.

**MTSD Grant Application Form**

Directions: Complete the information below. Submit this form with your completed grant application and grant guidelines, including actual quotes, to the Business Department. Allow 30 days for processing -- All correct grant documentation must be submitted to the Business Department at least 30 days prior to the date the grant is to be submitted.

All grant originators will be notified of grant approvals/denials and if approved, when grant funds are available.

Grant Originator: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Grantor: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Grant Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internal use only:

Reviewed/Approved by:

\_\_\_\_\_ Date \_\_\_\_\_  
Curriculum Department, if applicable

\_\_\_\_\_ Date \_\_\_\_\_  
Pupil Services Department, if applicable

\_\_\_\_\_ Date \_\_\_\_\_  
Technology Department, if applicable

Final Approval:

\_\_\_\_\_ Date \_\_\_\_\_  
Business Department