



## Grant Application Guidelines

### Purpose:

Grants are designed to encourage, facilitate, recognize, and reward innovation, creative instructional approaches to support, and accomplish program objectives. The Medina Valley Education Foundation (MVEF) is offering teachers the opportunity to apply for grants to explore innovative programs or projects to promote a higher level of student learning. The grant must enhance student achievement, improve academic performance, and support the objectives, goals, and initiatives of the District and/or Campus Action Plan.

### Persons Eligible to Apply for Grants:

Any individual or team of individuals employed by MVISD and is involved in the instruction of students or related support services benefiting students are eligible to apply.

### Eligible Proposals:

Grant proposals for instructional approaches or projects designed to begin at the beginning of the next school year and which meet the selection criteria. Grants may fund instructional and classroom material, parent involvement programs, or any activity or material which supports a higher level of student academic achievement and improvement performances, or social/emotional enrichment. Grant proposals must be submitted by deadline.

### Award of Funds:

Grants up to \$2,000 for an individual teacher or \$5,000 for a campus team or department (4 or more teachers). The number of awards will be determined by the Foundation Board of Directors. The number of awards will depend on funds available from MVEF.

### Selection Criteria:

- The degree to which the grant supports the District goals and the Campus Action Plan and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic achievement and performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. Funds are not typically available for recurring programs/projects. (The proposal should address a new project as opposed to one accomplished or under way and must not be a project that would/should be funded by district curriculum budget.)

- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods, or treatments; and (c) correspondence among evaluative procedures, objectives, and treatments.

Selection Process:

1. Application forms may be obtained online through the website [www.medinavalleyeducationfoundation.com](http://www.medinavalleyeducationfoundation.com) and will also be emailed to all staff.
2. Signed applications are due to the MVEF via email, [mvef.grants@gmail.com](mailto:mvef.grants@gmail.com) , no later than the date selected by the MVEF Board of Directors on the application.
3. Applications will be reviewed and commented on by the Grant Committee made up of three (3) or more MVEF Directors.
4. If recommended for approval, all selected applications will be presented to the MVEF Board of Directors in summary form for review and formal approval.
5. Applicants will be notified of decisions by the date specified by the committee.

Responsibilities of the Grant Recipients:

- Projects must receive prior approval from Campus Administrator before submission.
- Grant funds must be used for the purposes intended.
- Funds must be expended or encumbered by March 1, 2025
- Projects must be fully implemented and final evaluation report submitted to MVEF by May 23, 2025 Recipients cannot submit another application in the “next call of grants” unless evaluation report is received by MVEF.
- Agree to share successful procedures in staff development sessions.

**When applying for a grant, please remember the following:**

- Do not use the name of your campus in the application.
- Grants are to be used to fund projects that **are not** provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of your school and the district.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. When selecting vendors, use the district approved vendor list to make purchases. Small grants are just as likely to be awarded as larger grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources.
- Projects awarded must be fully implemented by the end of the school year.

# Tips for a Successful Application

## Statement of Need:

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.
- Explain in detail how the project relates to the District/Campus Action Plan(s).

## Objectives:

- Limit the number of objectives.
- Imply or state evaluation in the statement of objectives.
- Be specific.

## Description of Proposed Project/Activity:

- Describe the problem and issue addressed.
- Explain how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate the project to needs and objectives.

## Evaluation:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.
- Include a timeline/schedule of program.

## Partners:

- Are there others who will participate in this project?
- What will their roles be?

## Suppliers:

- Purchase Orders of materials needed or print out.