



GRANT GUIDELINES

The purpose of the Maryville City Schools Foundation Grant Program is to encourage Maryville City School System to provide educational opportunities above and beyond what is available through public funding and to benefit the broad spectrum of students, at all ages and all levels of ability. Through the grant program the Foundation wishes to promote innovation in education by broadening and deepening a student's academic experience.

WHAT DO MCS FOUNDATION GRANTS SUPPORT?

MCS Foundation funded programs should enhance, but not duplicate, the standard public school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget; yet promise to augment the curricula in a meaningful way. The foundation encourages projects that demonstrate a partnership between teachers, schools, and disciplines.

HOW THE PROGRAM WORKS

Application Process:

Visit www.maryvillecityschoolsfoundation.org

- 1) Copy the Grant Application (word document) and save in your directory on the H: Drive
- 2) Add space as needed and fill out the form.
- 3) Required signatures include all Team Participants, School Principal, and Director or Assistant Director of Schools.
- 4) Attach an *electronic version* to an email and send to mcsf@ci.maryville.tn.us
- 5) Route a *hard copy* with all required signatures and any attachments to Maryville City Schools Foundation via inter-office mail. Attachments might include samples, research, or additional information that supports your request.

Direct questions related to filling out the application or the submission process to the Foundation's Executive Director at 982-7121 or mcsf@ci.maryville.tn.us.

Review Process:

Grant requests are processed and reviewed on a quarterly schedule when funds are available. On occasion the Foundation board will identify an outside partner to help fund program/project.

Submission/Review Dates

Received By: 2/01 5/01 8/01 11/01

Reviewed By: 2/28 5/31 8/31 11/30

Your completed application will be reviewed by an Allocation Committee made up of MCS Foundation Board Members. This committee meets the second (2nd) Thursday of February, May, August, and November to review each proposal, prioritize, and form a recommendation for funding to the Board of Directors. **This process depends on available funding.** If a proposal is meritorious and cannot be funded during the quarter, the lead individual requesting the funds will be notified and the proposal will be carried over until funding is available.

During the review process the Allocation Committee might have questions or need clarification on your proposal. The Executive Director or a Board Member will contact you and may request to meet or for a presentation to the committee or board.

The Board of Directors meet the third (3rd) Thursday of the month and will vote on grants in February, May, August and November. Grant checks will be issued by the 15th of the month following grant approval if funds are available.

OBLIGATIONS OF THE GRANTEE:

Monies must be used for the purposes detailed in the application and during the project's stated time schedule. However, The Board understands that some projects may take months or years to fully fund.

- 1) The applicant must insure that the program/project complies with all appropriate Board of Education rules and regulations prior to submission of the application.
- 2) The applicant assumes responsibility for all expenses and liabilities associated with the program/project.
- 3) All materials, software, hardware, workbooks, etc. will remain the property of Maryville City Schools. This includes all evaluation and measurement reports associated with a program/project as well as any items purchased with the grant monies.
- 4) The applicant will provide the MCSF with an "End of Program/Project" report critiquing all pertinent aspects of the program/project both pro and con. It is recommended that a PowerPoint type presentation be prepared to summarize the project results for the Board and should include any pictures that might be used for promotional purposes.
- 5) If the program/project should be placed on hold, canceled or changed it is the responsibility of the applicant to immediately notify the Maryville City Schools Foundation with an update.
- 6) Should your grant be funded, you will be asked to sign a letter stating you understand the obligations of the grant.

Grants

Teacher Grant

- Up to \$1,500 each
Awarded to a teacher for a classroom program or project*

Team Grant

- Up to \$6,000 each
Awarded to a grade-level or teaching team*

School Grant

- Up to \$15,000 each
Awarded to a school-wide program or project*

System Grant

- Awarded only by special request from the Director of Schools and/or School Board, as the need arises and funds become available for system-wide or multi-school programs or projects. *

Examples: MIS Start-up Grant in 2000; 21st Century Classroom Partnership

***Review of grants will take into consideration the following:**

- Does the request provide educational opportunities above and beyond what is available through public funding?
- Does the request benefit a broad spectrum of students, at all ages and all levels of ability?
- Does the request incorporate innovative, creative ideas that fall outside the ordinary school budget?
- Does the request demonstrate a partnership between teachers, schools, or disciplines?