24-25 Funding Request Process

Mission
The Maryville City Schools Foundation (MCSF) mission is to support the ongoing enrichment of educational programs for all students in Maryville City Schools.

Funding Level Guidelines

Any full-time teacher or administrator is eligible to apply requesting partial or full project funding.

Note: MCSF will not fund travel expenses for students and staff of the MCS. This policy includes but is not limited to, transportation, hotel accommodations, meals, and any other incidental expenditures related to travel. Please do not include consumables (e.g., food, disposable items, or other one-time-use materials)

Teacher	Team	School	System
Up to $2,000 each Awarded to a teacher for a classroom program or project.	Up to $6,000 each Awarded to a grade-level or teaching team.	Up to $18,000 each Awarded to a school-wide program or project.	Awarded 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.

Application Process

Funding Requestor(s) must:

1. Write a simple narrative summarizing your project concept and email it to the Director of Schools (mike.winstead@maryvilleschools.org) and MCSF Executive Director (mcsf@maryville-schools.org) for approval.

2. Once you have received a project concept approval email from the Director of Schools, complete the Funding Request Form. This is a Word document that can be obtained from the MCSF Executive Director or downloaded from the MCSF website.

3. Get the required signatures from all the Project Requestor(s) and School Principal(s).

4. Email a copy with all required signatures to the Director of Schools for final approval. The Director of Schools will scan and email it to the MCSF Executive Director.

Review Process

MCSF Executive Director will:

1. Notify the Funding Requestor(s) when the request has been received from the Director of Schools with all the required signatures and set up a meeting to discuss the project. Funding Requestor(s) will be contacted during the review process with questions and content clarification.

2. Communicate the timeline to the Funding Requestor(s) for the review process by the Funding Request Committee and MCSF Board of Directors. Requests over $2000 will be presented at our quarterly committee meeting (2nd week of August, November, February, and May. Requests under $2000 will be considered monthly by the committee. Email the Funding Requestor(s) of the funding decision and arrange for payment.

Funding Requestor Obligations

Funding Requestor(s) must:

1. Use the money received from MCSF for the purposes detailed in the Funding Request and during the project's stated timeline. Note: All materials, software, hardware, workbooks, etc. purchased with MCSF funds will remain the property of Maryville City Schools. This includes all evaluation and measurement reports associated with a project.
2. Notify MCSF immediately if the project needs to be placed on hold, canceled or changed.
3. Assume responsibility for all additional expenses and liabilities associated with the project.
4. Provide MCSF with a Project Progress Report by the date provided in your Funding Request.
5. Maryville City Schools will be recognized for their contribution to all forms of communication including social media.

Please direct questions related to filling out the application or the submission process to the MCSF Executive Director at 865-982-7121 ext 11501 or mcsf@maryville-schools.org.

Funding Request Application

Project Dashboard

Project Title:

Benefitting School(s): ☐ FHE ☐ JSE ☐ SHE ☐ CGIS ☐ MRIS ☐ MJHS ☐ MHS ☐ MA

Grade(s):   Department(s):

Funding Requestor(s):

Contact Email: Contact Phone:

Funding Request Guidelines: ☐ Teacher   ☐ Team   ☐ School   ☐ System
                              (Up to $2,000)   (Up to $6000)   (Up to $18,000)   (As funding is available)

Total Funding Requested of MCSF: Total Cost of Project (all funding sources):

Can this project be partially funded? ☐ Yes ☐ No
Desired Start Date:

Funding request payments $2,000 or less will be disbursed as soon as possible by MCSF. Any requests greater than $2,000 will be disbursed on a quarterly basis.

Approximately how many students _____ and/or teachers _____ will this project benefit?
Provide further clarification as necessary.

Summary
Provide a simple narrative summarizing the project. This can be the project concept that was approved by the Director of Schools.

Goals / Objectives
List or describe the primary educational goals and objectives of this project.

Desired Timeline / Implementation Plan

Describe the timeline/implementation plan. In this plan, include the date you will be able to provide a progress report to MCSF.

Budget

Provide a line-item budget including quantity, unit price, and supplier for materials to be purchased. If applicable, please provide other funding sources and amounts.

Additional Information (optional)

Include additional clarification and information that highlights the need for this project and why it will enhance educational excellence and innovation in MCS.

Required Signatures

Name	Title	Signature	Date
Funding Requestor(s)			
School/System Technology Specialist(s) (if applicable)			
School Principal(s)			
Director of Schools			
Dr. Mike Winstead	MCS Director of Schools		

Funding Request Rubric

Project Title: _____

Funding Request amount: $ _____

0 - Does not meet guidelines │ 3 – Weak │ 6 – Satisfactory │ 8 - Very satisfactory │ 10 – Excellent

Criteria	Rating
PARTNERSHIP Does the request demonstrate a partnership between teachers, schools, or disciplines? *A teacher or classroom request will not be penalized for not demonstrating a partnership. A satisfactory score will be assigned.*	_____ x2
PERVASIVENESS Is the project affecting a broad group of students, and does it have long-term benefits for the classroom or school?	_____ x2
MISSION Is this project consistent with the MCSF Mission to support the ongoing enrichment of educational programs for all students in Maryville City Schools?	_____ x3
INNOVATION OR CREATIVITY Does the project exhibit a new approach, creative use of an existing idea, or make new use of space, materials, or technology?	_____ x3
TOTAL SCORE (out of 100)	_____

Scale:

80-100 Excellent project. Committee recommends funding by the MCSF Board.
60-79 Good project. Consider approving funding by the MCSF Board with potential adjustments.
0-59 Committee does not recommend funding by the MCSF Board.