

Milltown Education Foundation Educational Excellence Grant Application



Project Leader's Name:	Position:
Email Address:	Cell phone #:
Name of Activity / Program:	
Requested Amount: \$	
How many teachers/staff members will benefit from this grant?	
Approximately how many students will benefit from this grant?	

SUMMARY: Please explain how the grant money will be spent. Be as specific as possible.

STATEMENT OF NEED: Briefly explain how this grant will enhance educational excellence for the students:

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PROJECT DESCRIPTION: List basic procedures and materials you are requesting. Attach any other information that is related to the grant request.

BUDGET: Print and attach an itemized list for all costs associated with this project. Do not forget to include shipping/handling costs.

GRANT AWARD AGREEMENT: If awarded the grant, I _____ agree to complete the Grant Outcomes Assessment within two weeks of the activity/program completion.

- Due to the MEF sponsorship of your grant, all announcements, advertisements, applications and communications etc. should include "Sponsored by the Milltown Education Foundation" and the MEF logo.
- Write a brief followup/paragraph about the grant, which the MEF can share on its social media platforms.
- Take photos of students while they are using/participating in the grant activity/program. Be sure those students have permission to be photographed by parents & Guardians.
- Collect quotes/comments from students and families describing their experience with the grant activity/program which the MEF can publish.

Project Leader's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Completed Grant applications can be shared electronically to grants.MilltownEF@gmail.com or the signed hard copy can be submitted to the MEF mailbox in the Parkview School main office.

Applications received by the 15th of the month, will be reviewed at the MEF's regularly scheduled meeting the following month, which is held the 1st of each month.

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Any grant request totaling \$750 or more, will be asked to present the grant (either in person or virtually) at the next month's meeting to facilitate a Q & A session for clarification of needs before it goes to a vote for approval from the MEF.

The Milltown Education Foundation will pay for the product / services directly, once the Milltown BOE and the MEF have agreed and approved the grant request.

All products and services awarded, will be property of the Milltown School District even if the original grant project leader is no longer an employee of the district..

To be completed by MEF upon review:

Approved: _____ Date: _____

Denied: _____ Date: _____

Reason for Denial:
