



Milltown Education Foundation, Inc.

% Parkview School

80 Violet Terrace

Milltown, NJ 08850

Email: grants.MilltownEF@gmail.com

“Educational Excellence” Grant Program
Guidelines, Procedures & Application Instructions

History

The Milltown Education Foundation, Inc. (“MEF” or “Foundation”) was founded in 2001 as an outcome of the school district's strategic planning initiative. The MEF enhances resources available in the district by raising and distributing charitable donations, and forming corporate and community -based partnerships.

Mission

The Milltown Education Foundation, Inc. is an independent, non-profit, tax exempt, 501(c) (3) and charitable, community-based foundation. Our purpose is to provide financial assistance and to stimulate educational opportunities that are otherwise not available through the Milltown School district’s operating budget. The Foundation is a community response to a national challenge to keep Milltown’s young people productive in an increasingly competitive , complex and changing world and marketplace.

Goals:

- Securing financial, human and other resources for areas of identified educational need.
- Organizing and coordinating active community support and involvement to implement plans to design and meet these needs.
- Providing a mechanism through which these resources can be allocated for worthwhile programs in an equitable manner.

Grant Guidelines

The MEF strives to support innovation education programming and activities in the Milltown School District by providing grants to district teachers and staff members. We support activities not typically provided for in the school budget with the intent that awarded projects will have a lasting and positive impact on students.

When developing a grant proposal strive for novel concepts and strategies that affect students' learning by supporting positive values and healthy behavior. Submit innovative methodologies to present curriculum in a manner engaging learners. Consider programs, trips and training to prepare staff and/or students to begin an innovative, engaging program or further develop concepts or skills. Proposals that support STEAM integration into the classrooms, enhance learning through new experiences with services or products, resources that encompass values of inclusion, diversity and equity as well as additions to special areas classes and extracurricular activities, are always encouraged.

Please keep the following guidelines in mind as you move through the application process:

- 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.
- 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, services, equipment, books and supplies awarded, will be property of the Milltown School District even if the original grant project leader is no longer an employee of the district..
- Eligible applicants: teacher and staff members
- Expenses Incurred prior to application approval will not be reimbursed
- A grant may be offered in an amount less than requested
- Equipment purchases will typically be considered only when in conjunction with an innovative educational project or initiative.
- Book purchasing will typically be considered only when connected to an innovative educational program or initiative
- Compensation for the time of district employees or services typically funded by the district will not be funded and/or reimbursed
- Costs for shipping and handling must be included in the grant budget.
- Repeat funding, while uncommon, as we believe successful projects should be included in the district budget after initial funding, is at the discretion of the MEF and will be considered in special circumstances.

HOW DO I SUBMIT AN APPLICATION?

Grant writers should communicate with their building principal to review guidelines set forth by the MEF and Milltown School District prior to submission to ensure the proposed grant is within both parties' guidelines. Download a copy of the document MEF Grant Application and type in the required information. The grant may be submitted electronically by sharing it to grants.MilltownEF@gmail.com. If not submitted electronically, it is acceptable to submit a hard copy as well. Print your application, gather signatures and submit the signed paper application to the MEF mailbox in the main office of Parkview School. Applications received by the 15th of the month, will be reviewed at the MEF's regularly scheduled meeting on the 1st Wednesday of the month.

WHO REVIEWS THE APPLICATION?

Initially, the MEF President and Internal Grants Director, reviews signed grant requests. The President and Internal Grants Director then shares the grant with the Executive Board Members (MEF Secretary, Treasurer and External Director). The Executive Board Members form a recommendation for each grant proposal that has been submitted. If

a grant requests \$750 or more in funds, a presentation is requested of the grant writer so a Q & A session can be facilitated with the full executive board and trustees present. Viable grants are brought to the full Board of Trustees at the monthly meeting for a vote. For each request the Board of Trustees may recommend a full funding, partial funding or no funding.

The group may recommend that the proposal be considered at a later time due to budget constraints or need for more information surrounding the request. At times, the external grant process may be activated to help support the cost with connection to local sponsors and businesses. There is no guarantee that the delayed decision of a grant application will be approved at a later date.

WHEN AM I NOTIFIED?

Grant applications are notified by email within two weeks of receiving the grant and a timeline of when it will be present to vote. Grant applicants will receive an email notification regarding the outcome of the proposed grant within one week following the Board of Trustees meeting at which the grant was voted on. An Educational Excellence Award Letter will be sent to the Project Leader. This letter will indicate the amount of the grant and any special conditions of the grant.

MEF & BOARD OF EDUCATION APPROVAL & PROJECT FUNDING

The Project leader will receive an Education Excellence Grant Award Letter from the MEF Intern Grants Director indicating their grant has been approved and the amount awarded. The Milltown Board of Education will also vote to accept the grant and its conditions. The MEF does not award funds directly to the Project Leader or the BOE, instead the MEF will purchase all goods, supplies, equipment or services directly. Once those items have been received, the MEF will distribute all items to the Project Leader. The Project Leader and building principal will complete the MEF agreement of receipt of goods and services, indicating that all items have been delivered and received. Once received and signed off on, all items become property of the Milltown School District.

I'VE COMPLETED MY PROJECT! NOW WHAT?

Please submit your Grant Outcomes Assessment within two weeks of the activity/program completion. Fill out all areas of the Outcomes Assessment and share it electronically to grants.MilltownEF@gmail.com in google doc format or by applying the same assessment requests into a google slides presentation. A written, hard copy of a completed outcomes assessment can also be submitted to the MEF mailbox in the main office at Parkview School.

Thank you for your continued commitment to the students of Milltown Schools and your passion for education! We look forward to receiving your application!