

MAPLE EDUCATION FOUNDATION

GRANT INSTRUCTIONS

APPLICATION GUIDELINES

Please read carefully to fully understand guidelines and expectations.

Grant Purpose: To provide grant funds for Maple Heights City School District personnel to develop instructional opportunities that are consistent with the established Maple Education Foundation mission, vision and goals in addition to complementing the Maple Heights City School District's Strategic Plan and/or Campus Improvement Plan. Instructional initiatives may include, but are not limited to, math and science labs, technology, fine arts, career and technology, and internet-based programs for Advanced Placement. The number of initiatives funded will depend upon available Foundation funds determined by the Board of Directors on an annual basis.

Application Deadlines: Deadline is September 15. Should the deadline fall on a day the Maple Heights City Schools are closed, the grant application must be received by 3 p.m. the following school day.

Notification of Recipients: Recipients will be notified approximately 6-8 weeks from submission of the grant application in each funding cycle as established by the Board.

Date for Awarding Funds: Funds for approved applications are payable by the Maple Heights City Schools no later than November 1st of the application school year. Should the deadline fall on a day the Maple Heights City Schools are closed, the funds will be available the following school day. The Board however reserves the right to request the return or repayment for failure to conduct those activities as outlined in the grant proposal, failure to remit supporting financial documentation, or for any reason that may indicate the grant monies have been improperly expended or allocated.

Length of Project: The projects are funded for twelve (12) months, unless otherwise specified in the grant application and approved by the Board. Any unexpended funds will revert to Maple Education Foundation at the conclusion of the twelve (12) month period.

Applicant Eligibility: Projects are limited to Maple Heights City School District personnel. In the case of a team based proposal, a Project Chairperson or Director must be designated to assume overall administrative responsibilities for the project, and all related correspondence and communication by the Board and/or Foundation will be so directed. Simultaneous funding of projects for the same individual, department, team or campus will not occur.

Eligible Projects: All projects must address the needs to enhance the learning experience within the Maple Heights City School District. The identified need must clearly stated and be aligned with the instructional goals of the District's as the basis for requiring both District approval and Superintendent review. Projects will be judged based on their potential to impact instruction, students, and potentially the educational community (additional grade levels and other school campuses). Funds may not replace normal funding from tax-based sources. Any funding resources, materials or equipment provided by the District must be identified in the grant application budget. All products, equipment, materials, software purchased with grant funds become the property of the Maple Heights City School District, not the individual(s). The grant proposal must describe quantitative and qualitative methods to evaluate the success of the project and measurement of outcomes.

Proposal Review: Before Board review, the Superintendent or his/her designees will screen projects for the purpose of assuring no funding conflict exists and compliance with instructional goals of the District are met, not for selection of awarded recipients. This will result in District approval noted on the grant application cover. Proposals shall be competitively reviewed by the Board of Directors. All proposals will be subject to a blind review process. Accordingly, specific reference to the applicant should be limited to the information on the cover page. Recipients will be selected and recommended to the Board of Directors who with complete discretion and determination based

on the adopted evaluation process will make the final award decision. This decision of the Board cannot be challenged or appealed.

Written Grant Summary and Evaluation. Required Documentation. A written summary report and grant evaluation summary is required no later than June 30 of the school year in which grant was implemented, on forms provided by the Foundation. Grant award recipients must include with this written summary report copies of all receipts for expenditures under this proposal. *Failure to provide this written report and/or substantiating financial documentation will result in return or repayment of the awarded grant fund by recipient(s). In addition, such individuals, teams or groups will be determined ineligible for submission of another grant proposal until all information is received by the Foundation.*

Guidelines for Completing the Application:

The project is appropriate for submission if the following questions can be answered in the affirmative:

- Is the project important to learning?
- Does the project identify a clear need?
- Is the project congruent with the District's overall Strategic Plan?
- Is the project consistent with the Foundation's established vision, mission and goals?
- Can the project be done and is it sustainable?
- Will the project positively affect a significant number of students *or* have a positive impact to students in future classes, and/or the surrounding community?
- Are the goals and objectives clearly stated and are the outcomes measurable?