



Grant Application Procedures 2020-2021

Grant Application Deadlines

Grant Application Round	Application Deadline	Grant Review/Vote Date
Round #1	Tuesday, October 20	Tuesday, November 10
Round #2	Tuesday, January 19	Tuesday, February 9
Round #3	Tuesday, April 13	Tuesday, May 4

GRANT TEAM CONTACTS

Grant Coordinator	Karyn Healey	(781) 801-8016	karyn.healey@gmail.com
Grant Team Member	Carolyn Nash	(408)421-5637	cenash00@gmail.com
Grant Team Member	Elizabeth Brothers	(617)312-5597	esbrothers@gmail.com

MCPE's Mission

The Medfield Coalition for Public Education (MCPE or "The Coalition") is an independent, non-profit organization funded to provide system-wide support and academic enrichment for the Medfield Public Schools, with particular attention to academic needs that exceed the parameters of the school budget. We strive to encourage and maintain academic excellence in the face of increasing financial constraints. MCPE awards grants to support the development of innovative programs, curriculum and enrichment. Awards favor projects that meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. All staff, teachers, administrators and counselors are eligible to apply for a grant, as long as a direct impact upon students can be demonstrated.

Purpose

Grants are awarded for the purpose of supporting curriculum enrichment. They are intended to support projects that meet student needs, increase motivation to learn, and stimulate creativity in the classroom. Grants may include project-related supplies or equipment, new technology, workshop or

presenter fees, and/or resource materials. In most cases, monies should be intended to fund new projects, programs, and technologies.

Scope

Grant awards vary significantly in size, and it is possible that an award will cover only a portion of the entire project cost. A detailed budget is essential for projected costs, describing how the entire budget will be spent. All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the MCPE Board before expenses will be reimbursed. All materials and equipment purchased with Coalition funds become the property of the Medfield School System and must be identified accordingly.

Projects must be completed within one year of funding approval unless the Board approves otherwise. Grants are not intended to pay for college or graduate school courses or programs for which funds are otherwise available, nor are they to purchase materials such as core curriculum text and standard school supplies that should be covered in the school's operational budget.

Criteria

The following criteria will be used to review grant applications:

- ◆ Alignment with MCPE's mission
- ◆ Originality of the project
- ◆ Clarity of the goals and objectives
- ◆ Demonstration of the direct impact on students and opportunities for sharing knowledge and/or experiences with other students
- ◆ Number of students benefiting from project
- ◆ Impact on colleagues – sharing skills and ideas
- ◆ Accountability for funds as detailed in budget request
- ◆ Evaluation plan

Eligibility

All school personnel, and others applying on behalf of a school, are eligible to apply for a grant, as long as direct impact on students can be demonstrated. All grants must have the appropriate signed approvals as stated below. Completed and signed grants must be received by the appropriate Board Member School Representative by the deadlines above in order to be considered at the next board meeting.

Directions for Grant Application

1. Review and complete Parts 1 and 2 of the application form in its entirety and obtain the required approvals and signatures.

All grant applications (regardless of amount) require the following signatures:

- Applicant
 - Department Head or Content Specialist
 - School Principal

In addition, an email indicating the Superintendent's approval of the grant request is required for ALL grants, regardless of amount. The Superintendent's signature is required on requests over \$10,000.

For all technology grants, the Director of Technology's signature is required (regardless of amount).

2. Forward the complete application to your School Representative by the application deadline (noted on page 1 of this packet). If the Grant Application is for funds over \$5,000, please provide a draft of the application to the School Representative a week prior to the deadline for an initial review. Your School Representative will contact you if any additional information is required. If your application has been received by the deadline, the grant will be voted upon at the next scheduled MCPE Board meeting. You will be notified of the Board's decision the following day.
3. If the grant receives approval from the MCPE Board you will receive a grant number from your School Representative. Please submit all grant invoices with the provided grant number to Sandy Davidson (instructions are on the last page of this packet). Allow 2-6 weeks for reimbursement.
4. Upon the completion of the approved project, or at the end of the school year if the project is ongoing or not yet complete, please fill out the evaluation form and return it to your School Representative.

MCPE DISBURSEMENT OF GRANT FUNDS

Specific instructions for receiving payment through the Coalition's Grant program are described below. All requests for payment by MCPE and Purchase Order requests to procure the items or services within any given grant should be done through MUNIS.

PLEASE NOTE: WHEN REQUESTING PAYMENT TO A **NEW** VENDOR OR PAYEE IN MUNIS, YOU WILL NEED TO PROVIDE THE COMPANY'S W-9 (Federal Tax ID Number). Only after the W-9 has been processed and a vendor number assigned in MUNIS can you place the MUNIS requisition for a Purchase Order.

You will receive a Grant Number from your MCPE School Grant Representative following the approval of your grant at the MCPE board meeting. The MCPE Treasurer will give a check to Sandy Davidson for the total amount of the grants approved in that round with a detailed breakdown by Grant Number.

PROCUREMENT PROCEDURE:

1. The Grant Writer gives the School Secretary the following: the Grant Number, the quotes used to prepare the grant (and/or any additional documentation), and if the Vendor is new or unknown to MUNIS a copy of its W-9 (often the case with performances, speakers or start-up companies). See notes above re: processing of a W-9. It is not instantaneous and can take up to a week to process the W-9 at Town Hall and get the new vendor into MUNIS.
2. The School Secretary will request a Purchase Order through MUNIS using that information. Be sure to include the Grant Number on each Purchase Order requested in MUNIS as part of the description.
3. The Content Specialist (if applicable), Building Principal and Building Manager will approve it and the system will generate a Purchase Order number.
4. The Purchase Order can then be used to place the order and to then pay the Invoice upon receipt of the merchandise or completion of the performance/services.

Also, if the prices change (usually through shipping/freight charges or if purchasing on Amazon), notify the MCPE School Grant Representative of the change. If it is insignificant and lower than the amount requested, no action is needed. If more funds are needed, it may require a revision to the grant (additional approval, etc.)

Contact information:

Maureen Barrett
MCPE Grant Administrator
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Medfield, MA 02052