



Munster Education Foundation

**PO Box 3046
Munster, IN 46321**

Thank you for your interest in a grant from Munster Education Foundation. It is our mission to help fund innovation in the classrooms of School Town of Munster. The Munster Education Foundation has established two grant cycles per year (March and October) and will only honor requests during this time. Any grant application received after stated deadlines, will be held until the next cycle. Please read the following guidelines prior to submission to ensure your request is considered.

GRANT GUIDELINES:

Deadline: 5:00 p.m. on Wednesday, October 9, 2019.

Incomplete applications will not be considered.

Both applicant's as well as building principal's signature is required.

Innovative projects with a positive impact in the classroom are given top consideration.

Total project cost in relation to number of students is also reviewed.

The Foundation board will consider releasing up to \$2,000 per grant application.

Dollars over this maximum amount may be carried over until the next grant cycle if deemed necessary and reasonable by the board. The Foundation may recommend funding over a period of multiple grant cycles due to budget constraints.

Speaker credentials should be included for any funds to be used for guest lecturers.

The Foundation generally considers funding projects for a maximum of three years.

Only applications emailed to info@munstereducationfoundation.org will be accepted.

We reserve the right to review your request with the district's Director of Curriculum.

Notification of your grant status will be completed by November 1, 2019. If your grant is approved, please note the following requirements:

- Recognition of Munster Education Foundation's funding with grant recipients (labels on purchased materials, signage at an event, etc... TBD based on program.)
- Digital photos of the project should be emailed to info@munstereducationfoundation.org within 1 week of completion. Photos may be posted on our website.

QUESTIONS OR CONCERNS: Contact Debbie Milne, MEF Grants Committee Chair, at info@munstereducationfoundation.org



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Grant Application

Project Title	
Project Director	
Position or Title	
Email Address	
School	School Phone
Address	City
State	Zip
Home Phone	Cell Phone

<u>Participant Name</u>	<u>Signature</u>	<u>School</u>

I approve the project to be funded by this grant. The School Town of Munster is unable to fund the project by other means, including capital funding. **My signature below attests that I have submitted a complete application and have pursued additional funding resources to the best of my ability.**

Principal Signature	Date
Project Director Signature	Date

Project Title

Project Director

Budget:

Prepare an itemized list of the expenditures for your project. Place an asterisk (*) next to those funds that are promised. Include all anticipated expenditures.

Funds requesting from the Munster Education Foundation:

<u>Expenditure</u>	<u>Amount</u>

Applicants are urged to explore additional sources of funds and to provide co-funding wherever possible. Co-funding may be in the form of cash, donated goods or services, or a combination of both. Due to the competitive nature of the grants review, MEF may choose to provide partial funding to a project.

If MEF provides partial funding, will you have enough additional resources to continue your project? Yes No

Funds requesting from other sources:

<u>Expenditure</u>	<u>Amount</u>	<u>Source</u>

The Foundation does not grant money for stipends, grant application preparation, projects involving college credit, incentives, salaries or travel expenses including meals, transportation, lodging, etc. In addition, the Foundation will not fund any items or materials that will be used for resale.

Total Request from the Munster Education Foundation (up to \$2,000)	
Total Expected from other sources	
Grant Total to complete project from all sources	

Project Title

Project Director

Project Information:

Target Group	
Number of Anticipated Students	
Number of Anticipated Teachers	

Describe your project in general and define what makes it an innovative and dynamic way of learning:

What are the goals of the project?

What activities/methods will you use to meet the goals?

How will your project enhance the education of the students of the School Town of Munster?

Include a schedule of activities that is clear, logical and workable.

How will you evaluate the project at its completion?

Identify future plans for this project beyond this funding (if applicable):