

Milton Foundation for Education **Competitive Grants Guidelines**

The Milton Foundation for Education (MFE) is an independent, not-for-profit corporation, separate and distinct from the Milton Public Schools. The Foundation was established in 1995 to make possible innovative programs and opportunities that are beyond the reach of the school system's budget. Its mission is to enhance the quality of education and expand educational opportunities within the Milton Public Schools by generating and distributing financial and other resources for such purposes.

THE COMPETITIVE GRANTS PROGRAM: This program is designed to encourage and reward innovative teaching. Qualified proposals must demonstrate a direct benefit to students and may involve an individual classroom, several classrooms and/or school-wide activities. Teachers and staff members in grades pre-kindergarten through twelve are eligible and may apply individually or in groups. For a listing of previously awarded grants, please go to our website, www.miltonfoundationforeducation.org.

GUIDELINES AND PROCEDURES: All proposals must be completed electronically using the MFE Competitive Grant Application. Prior to submission, the applicants are responsible for having the application reviewed and approved by the applicable principal and department head. Submissions are due by the application deadline. No late applications will be considered. The application must demonstrate creativity and/or innovation in education, clearly state the objectives of the proposal, and discuss the method of assessing the impact of the grant. It must include a budget and sources for costs including shipping and handling.

ELIGIBLE COSTS: The MFE is guided by respect for public education and a desire to facilitate the best learning opportunities by promoting innovation, creative teaching, and curriculum enhancements that would otherwise be impossible. We welcome teacher and/or school-initiated funding opportunities that help us achieve these goals. The most important factor in determining a proposal's eligibility for funding is the quality of the idea and its benefit to student learning. The application should clearly demonstrate that the requested materials and services are necessary to implement the proposed project.

SUPPORT TECHNOLOGY: Due to the growing presence of technology in everyday life, the MFE would like to fund "Support Technology." We hope to fund technology and accessories that: support current equipment in the classroom, greatly enhance learning, and/or actively engage students with the lessons. All applications for technology will be passed by the district's Director of Technology in order to ensure that equipment is compatible and equitable throughout the district. Large ticket items, such as SmartBoards, will continue to be ineligible through the Competitive Grant Program.

INELIGIBLE COSTS INCLUDE BUT ARE NOT LIMITED TO:

1. Indirect and/or overhead costs either to external organizations or the Milton Public Schools.
2. Workshops and other forms of faculty or staff development, or workshops for parents.
 - a. We will consider a workshop for high school students if it benefits a large enough group of students and/or the educational benefit is significant.
3. Transportation, travel expenses of any kind, including but not limited to meals, mileage allowances, and accommodations.
4. Special Education materials that are mandated by the curriculum.
5. Materials that are considered part of the schools' infrastructure, such as textbooks, computers, SmartBoards, or furniture. (Supplementary equipment that is a necessary component for a strong proposal may be eligible.)
6. Scholarships for individuals for any purpose.
7. Subscriptions are not a preferred expense. However, they will be considered as part of a pilot program based on their merit and for one year only. Online subscriptions are preferred over paper subscriptions.

ALLOCATION OF GRANT MONIES: Priority will be given to proposals asking for \$1,000 or less, but requests for larger amounts will be considered, especially where the benefit is to be shared among a larger group of students. The MFE attempts to achieve rough parity among the schools in awarding these grants. However, this is a competitive program. Therefore, for a variety of reasons, including the number of proposals received from each school and the funds requested, this goal is not always achievable. The maximum amount per grant may also be affected by the total amount of money available during a given cycle.

REVIEW PROCESS: Representatives for the MFE Board of Directors and one teacher from each of the six Milton Public Schools sit on the Peer Review Committee. This committee is charged with reviewing the proposals according to the MFE's guidelines for content and cost and then makes its recommendation to the MFE's Board of Directors, which makes all final decisions regarding the grant awards.

ANTICIPATED NUMBER OF GRANTS AWARDED PER SCHOOL: There is no preset limit to the number of grants that can be awarded to a particular school. In the past, some schools have received a single larger grant while others have received several smaller grants.

DURATION OF GRANT: Funding will expire six months from notification of the grant award. Any grant funds not spent by that time will not be available unless a request to extend the grant duration is submitted in writing and the MFE had granted said extension of time in writing. In addition, all materials purchased through an MFE grant are the property of Milton Public Schools. They must stay within the MPS if the teacher should leave the district at any time in the future. The materials may move between schools if a teacher is relocated, with permission from the original school's principal.

For any questions or concerns, please contact the MFE Competitive Grant Committee Chair at mfe grants@gmail.com