



# Monona Grove Education Foundation, Inc.

*Dedicated To Enriching The Education Of The Children In The Monona Grove School District*

## **Important Grant Application Information and Instructions**

### **The James F. Green Memorial Fund**

**Purpose:** The James F. Green Memorial Fund provides one or more annual grants to teachers and support staff members in the Monona Grove School District to support the development of new programs/projects or further development of existing programs/projects which have the potential to enhance the education of Elementary School Level Monona Grove students.

**Eligibility and Selection:** Any individual or group of Monona Grove school District teachers or support services staff member, grades 4K through 5 assigned to Cottage Grove School, Granite Ridge School, Taylor Prairie School or Winnequah School is eligible to apply for this grant. Selection of grant recipients is made by a committee of Monona Grove Education Foundation.

**Application:** To be considered for this award, applicants must complete and submit a Grant Application Form provided by the Monona Grove Education Foundation. To ensure alignment with MGSD goals and objectives, approval of building principal or supervising administrator is required and should be obtained before the time of application. Selection of award recipients is made by a committee of the Monona Grove Education Foundation.

**Grant Awards:** The grant shall be administered using the following parameters:

- The grant will be available for the school year, (July 1<sup>st</sup> to June 30<sup>th</sup>) beginning after the grant is awarded.
- This grant is available only to elementary, grades 4K through 5 school teachers or support staff.

**Progress and Completion Report:** Grant recipients will be required to submit a final report at the completion of the project or no later than the end of the school year the grant ends. This report will include a summary of the work done, the evaluation results, and a detailed listing of expenditures. Interim reports on the progress of the project are encouraged.

**Application Deadline:** Applications for grant awards must be received by January 31, 2023.



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## James F. Green Memorial Fund Grant Application

**Right to Modify or Revoke:** – If for any reason an approved grant can not be fulfilled or completed in the allotted time the Foundation must be informed in writing as soon as it becomes apparent. The Monona Grove Education Foundation reserves the right to modify, withhold or revoke any funds awarded for this grant if the grant has not been fulfilled within in the required time limit or any other conditions as stated here or the grant proposal have not been met.

### Instruction Summary

**Application Deadline:** January 31, 2023

**Grant Calendar:** The calendar for grant proposals, selection, notification, and award is:

- August - Announcement of available grants for next school year;
- October 15 - Begin accepting proposals;
- January 31 - Deadline for accepting proposals;
- February 1 to February 28 - Evaluate submitted proposals;
- March 15 – Announce and award grants;
- April 30 – Deadline for return of grant acceptance form signed by lead applicant.

**Grant Availability and Eligibility:** This grant is available only to applicants assigned to Cottage Grove School, Granite Ridge School, Taylor Prairie School or Winnequah School. Only persons or organizations directly connected with the Monona Grove School District are eligible to apply for or receive grants from MGEF. Applicants are eligible to apply for or receive only one grant in a Grant Calendar year.

**Application Requirements:** Applicants need to:

- Obtain and submit approval of applicable building principal or supervising administrator to ensure the proposal is consistent with Monona Grove School District and programs, goals and policies. [Principal Approval Form](#)
- Use only forms that are a part of this application.
- Read and understand the [Monona Grove Education Foundation Grants Policy](#).

**Grants Selection Committee:** The Monona Grove Education Foundation Grants Selection Committee will evaluate all grant proposals. Grants are selected using a process that evaluates the proposal in accordance with the qualifying criteria for each specific grant. All grants recommended for award by the committee will be forwarded for final approval by the Monona Grove Education Foundation Board. The Board also reserves the right to modify or expand the original grant request.

**Awarding of Grants:** The lead applicant will be notified of the status of the proposal. Successful applicants will receive a Grant Acceptance form. Final award will be made after the Grant Acceptance form is returned to the Monona Grove Education Foundation. Funding for approved grants is for the school year beginning July 1 after the year the grant proposal has been approved. All funding must occur and be completed by the end of that school year.

**Application and Submittal Instructions:**

- Application forms are fill-able and require Adobe Acrobat Reader® [Get Adobe Reader® Here](#)
- Download and complete principal or supervising administrator approval form and e-mail it for their approval.
- Complete Grant Application Form.
- E-mail completed approval form and application in PDF format as an attachment to:  
[MGEFGrants@gmail.com](mailto:MGEFGrants@gmail.com) Subject Line Attn: Grants Committee **DO NOT SEND A PRINTED COPY**
- Submit by January 31, 2023

The Monona Grove Education Foundation is a 501(c)3 not for profit organization. As such, all contributions to the Foundation qualify as charitable contributions and may be included as itemized deductions for income tax purposes.

**5301 Monona Drive, Monona, WI 53716**

# James F. Green Memorial Fund Grant Application

## For School Year 2023-2024

### Lead Applicant Information

Name

School

Grade or Job  
Assignment

Phone

Ext.

E-Mail

### Co-Applicant(s) Information

Name(s)

**ABSTRACT.** *Briefly summarize the general nature of the program/project for which grant application is being made and the proposed uses of grant funds.*

**GOALS.** *Describe the rationale for the proposed project/program (i.e. the needs it will meet and the promise it holds for meeting those needs). And the goals of the project/program (i.e. the outcomes expected if the project/program is successful).*

# James F. Green Memorial Fund Grant Application

## For School Year 2023-2024

**PARTICIPANTS.** *Identify the number and grade level of students, as well as staff members, parents, and/or others whom the project/program is designed to serve.*

**PROJECT/PROGRAM DESCRIPTION.** *Describe the key features of the proposed program/project and how it will operate (i.e. what will be done to accomplish the program/project goals).*

**TIMELINE.** *Specify the timeline (i.e. beginning and ending dates) for the proposed program/project. This should be the timeline within which the developmental work will be done, not necessarily the implementation of the project/program.*

# James F. Green Memorial Fund Grant Application

## For School Year 2023-2024

**BUDGET.** *Specify how the grant monies will be used. List expensive items separately.*

Expense Item/Amount

Total Request

**EVALUATION.** *Describe how the program/project will be evaluated (i.e. how the accomplishment of the program/project goals will be determined).*

When submitting this grant proposal I acknowledge that I have:

Consulted with and received the approval of my building principal or supervising administrator to ensure the proposal is consistent with Monona Grove School District programs, goals and policies; and relates to my teaching assignment. (Attach or submit approval separately in a PDF file format.)

Read and understand the terms and conditions of the Monona Grove Education Foundation Grant Policy.

Sign by Entering Your Name Below.

Signature Name

Date signed

**Submit by E-mail in PDF file format to:**

**MGEFGrants@Gmail.com**

**Subject Line: Grants Committee**

This Is A Revised or Amended Application