



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

Monona Grove Education Foundation Grant Application

PLEASE READ AND UNDERSTAND THE FOLLOWING BEFORE APPLYING

Eligibility: - The Monona Grove Education Foundation Grants support creative initiatives and educator training that cannot be funded through the regular school budget. This includes projects or programs that enhance the existing curriculum, enrich the educational opportunities or support meritorious extracurricular projects, including fine the arts, throughout the District. Any teacher or group of Monona Grove school District teachers or support services staff member are eligible to apply for this grant. Applicants must complete and submit a Grant Application Form provided by the Monona Grove Education Foundation.

Prior Approval of Grant Purpose: - All applications must have prior approval of their Principal or Supervising Administrator to ensure the grant request aligns with any stated Monona Grove School District, school building, teacher and professional development initiatives, programs or goals. The prior approval must be received before the application is submitted using the form provided by the Monona Grove Education Foundation. Download and complete [Principal Approval Form](#) from website using [Adobe Acrobat Reader®](#) and e-mail to principal for approval and return with application.

Applications: - All applications must be submitted by no later than January 31, 2023. This notice is a part of the grant application and any conditions stated here apply to any other instructions contained in the application.

Responsibilities of Lead Applicant: - Each year the Monona Grove Education Foundation holds an event to fund the Innovative Teacher Grants Program. The lead applicant of any awarded grant is expected to participate and assist in highlighting their grant at the event.

Records and Reports: - MGEF requests submission of a written final report when the project is completed, but no later than June 30 of the academic year for which it was awarded.

Publicity: - MGEF requires prominent recognition and display of MGEF's name in any announcements, photos, news releases, publications or other publicity relating to this grant. MGEF may use any photographs, logos, published/printed information or other materials supplied by you as they relate to the grant.

Expenditure of Funds: - The lead applicant will be responsible for all expenditures made to fulfill the terms and conditions of an awarded grant and will be required to use the Monona Grove School District purchasing system for such payments. Requests for payment of funds are the responsibility of the lead applicant and must be presented to the school district business office and be accompanied by any supporting documents required by the purchasing system before any funds will be disbursed. Monona Grove Education Foundation will not approve any direct payments of wages, salaries or payroll benefits or taxes to any grant recipient(s).

Assignment or Delegation: - Neither any grant awarded or any of the obligations of this grant may be transferred, assigned or delegated without written approval of the Monona Grove Education Foundations Board. If this grant application is to become a part of an existing grant, a copy of the accepted award for that grant must be attached to this application. If this grant application is part of a proposed grant which has not yet been awarded, a copy of the proposed grant must be attached to this application.

Approval of Grant: - If this application is approved by the Monona Grove Education Foundation the lead applicant will be responsible for the completion, reporting and any other required terms and conditions assigned to the grant award, and will agree to follow all applicable Monona Grove Education Foundation policies may apply to the grant.

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



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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.

Instructions 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: Any teacher or group of Monona Grove school District teachers or support services staff member are eligible to apply for this grant. Selection of grant recipients is made by a committee of Monona Grove Education Foundation. 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 Submitter Instructions:

- Application forms are fill-able and require Adobe Acrobat Reader® [Adobe Acrobat Reader®](#)
- 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:
MGEGGrants@gmail.com Subject Line Attn: Grants Committee **DO NOT SEND A PRINTED COPY**
- Submit by January 31, 2023

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Monona Grove Education Foundation 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).*

Monona Grove Education Foundation 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.*

Monona Grove Education Foundation 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:

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 and programs, goals and policies; and relates to my teaching assignment (Attach or submit approval separately)

I Have 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