

Monona Grove Education Foundation

Monona Grove Innovation Grants Policy

- I. **Purpose Statement** - The Monona Grove Education Foundation, Inc. (MGEF) is a 501(c) 3 non-profit corporation whose mission is raising funds to support projects and programs that will enhance educational excellence of students attending Monona Grove School District schools or any school which is an instrumentality of or under the direct control of the Monona Grove School District. MGEF is supported solely by generous gifts from individuals, groups, and businesses. Funds from the Foundation and its fundraising efforts will be used to support the Monona Grove School District and to implement proposals that show promise of enriching educational opportunities throughout the District. Funds may also be provided to support meritorious extra-curricular projects and to assist in the acquisition of educational materials and facilities.

- II. **Policy Statement** – The MGEF Innovation Grant Program (IGP) is committed to providing support for creative initiatives and educator training that cannot be funded through the regular school District budget. MGEF favors and encourages projects or programs that enhance the existing curriculum with innovative, cutting-edge opportunities and pilot or experimental offerings not otherwise available to staff or students. Grants must meet any criteria set forth for by each specific IGP grant sponsor. Requests for technology hardware, including computers or related equipment, will not be accepted.

- III. **Types of Innovation Grants** – This policy provides for two types of IGP grants.
 - A. **Named Grants** - Sponsored by anyone other than MGEF. Sponsors may be but are not limited to individuals, businesses, school organizations or other not-for-profit foundations.
 1. The sponsor may designate the purpose and qualifying criteria of the Grant and determine the maximum amount of the award.
 2. Sufficient funds to satisfy the award amount to be paid by MGEF shall be on deposit with MGEF prior to announcement or approval of the request.
 - B. **MGEF Grants** – MGEF may sponsor its own IGP Grants and determine the purpose and qualifying criteria. Annually the MGEF Board shall determine the number and total dollar value amount of IGP Grants to be awarded.
 - C. All IGP Grants shall have a stated purpose or goal, application form, eligibility and selection criteria, dollar value of award, availability of funds and evaluation report requirement.
 - D. IGP Grant proposal applications shall be accepted only during the period indicated in the Grant Calendar.

- IV. **IGP Grant Calendar** – The calendar for IGP Grant notification, application, award and recipient acceptance shall be as follows:
- A. August - Announcement of IGP Grants for next school year;
 - B. October 15 - Begin accepting IGP Grant proposals;
 - C. January 31 - Deadline for accepting IGP Grant proposals;
 - D. February 1 to February 28 - Evaluate submitted proposals;
 - E. March 15 – Announce and award IGP Grants;
 - F. April 30 – Deadline for return of IGP Grant Acceptance Form signed by lead recipient.
 - G. The completion period for awarded IGP Grants shall be the next fiscal/academic school year (July 1 to June 30) following the date of the award.
- V. **IGP Grant Availability and Eligibility** - Only persons or organizations directly connected with the Monona Grove School District are eligible to apply for or receive IGP Grants from MGEF. Lead applicants are eligible to apply for or receive only one IGP Grant in a IGP Grant cycle. Applicants are defined as:
- A. The individual submitting a IGP grant request shall be designated the lead applicant. If the grant request names one or more co-applicants, only the individual submitting the request shall be the lead applicant.
 - B. Lead Applicants. Must be a:
 - 1. Monona Grove certified staff member or administrator;
 - 2. Monona Grove certified staff member or administrator as a sponsor for a student or student group;
 - 3. Certified Monona Grove staff member or administrator as lead applicant in collaboration with an external partner such as a business, parent group, institution of higher learning, community-based organization, other non-profit organization or governmental body.
 - C. Group or Co-applicants. An IGP grant proposal may have more than one applicant. However, one person must be designated on the proposal as the lead applicant and shall meet the requirements of a Lead Applicant as stated in **Section V. (A)** above. IGP Group applicants may be:
 - 1. Student or student group of the Monona Grove School District. (Must be sponsored or lead by a certified Monona Grove staff member or administrator;)
 - 2. An External partner or group may be a business, parent group, institution of higher learning, local community-based organization, other non-profit organization or governmental body. The lead applicant for any external partner shall be a certified Monona Grove staff member or administrator and shall comply with all requirements of a lead applicant.
 - D. External partners are not eligible to be a Lead Applicant.

- E. Lead Applicants may only submit and be awarded one proposal per IGP grant cycle. They may however, be a co-applicant of other MGEF awarded IGP grants.
- F. The lead applicant shall be responsible for all communications, questions, requests for information, notifications and reports requested by MGEF
- G. Proposal application forms and specific information for grants available can be accessed at: <http://www.mononagrove.org/welcome/mgefgrants.cfm>

VI. **Grants Selection Committee** – The MGEF President shall name and appoint a IGP Grants Selection Committee for the purpose of evaluating all IGP grant proposals received by the January 31st deadline. The committee shall make a recommendation of the proposals to be awarded to the MGEF Board for consideration at its regular March meeting.

- A. The committee membership shall include:
 - 1. Monona Grove Superintendent or designee;
 - 2. At least three (3) MGEF Board members;
 - 3. One (1) other appropriate Monona Grove administrator selected by the Superintendent.
- B. Duties of the committee include but are not limited to: ensuring proposals:
 - 1. Ensuring proposals meet all qualifying criteria;
 - 2. Were submitted by the deadline;
 - 3. Recommending grants for approval and amount of award;
 - 4. Submitting recommendations to MGEF Board for final approval;
 - 5. Notifying lead applicants of proposal approval or rejection;
 - 6. Obtaining signed Grant Recipient Acceptance form from lead applicant;
 - 7. Notifying Monona Grove School Board and District Business Office of:
 - a. Name of IGP lead grant recipient and co-recipients if any;
 - b. Description of IGP grant;
 - c. Total dollar value awarded;
 - 8. Obtaining evaluation reports from lead applicant.
- C. Subject to final approval by MGEF Board, all recommendations made by the committee are final.

VII. **IGP Grant Selection Process** – **IGP Grants** shall be selected using a process that evaluates the proposal in accordance with the qualifying criteria for the specific IGP grant being applied for and compliance with the stated mission and goals of MGEF. For all:

- A. Named IGP Grants - Application shall state the sponsor name and any specific sponsor criteria that must be met in addition to the stated mission and goals of MGEF.

- B. MGEF IGP Grants - The proposal shall adhere to the mission and goals of MGEF to provide for:
1. Professional Staff Development opportunities;
 2. Enhancement of programs for students;
 3. Fine Arts, including Performing Arts;
 4. Other programs that enhance the educational experience of students.
(Special activities or experimental programs that are not a part of the regular school district budget.)
- C. External Partners – If the proposal request is part of a non IGP grant, the application shall include:
1. Name of any other grant and its partners or participants;
 2. External Partner's non-profit status and copy of IRS Determination Letter.
 - a. External must be a 501(c)3 organization or other IRS recognized non-profit or tax exempt entity;
 3. Purpose of goal of the other grant;
 4. Date the grant was, or will be made;
 5. Schedule and amounts of required payments;
 6. Completion or expiration date of grant;
 7. Statement of relevance to grant being applied for.
- D. The committee at their sole discretion, may modify, extend or expand a IGP Grant if they determine the proposal would be of benefit to or provide a more diverse experience for a larger group of students. They may also request clarification or additional information to assist in their evaluation of the proposal.
- E. Application Deadline – All proposal applications must be completed, including any supporting documents or information related to the proposal being submitted, signed and submitted by January 31st. Incomplete or unsigned applications will be rejected. Submit by e-mail by January 31st, or by mail, post marked no later than January 31st.

E-mail to:

edfoundation@mgschools.net

Subject Line: Grant Proposal

or by postal service to:

Monona Grove Education Foundation

Attn: Grants Committee

5301 Monona Drive

Monona, WI 53716

- VIII. **Awarding of Grants** – After reviewing and evaluating all IGP grant proposals, the Grants Committee will forward its recommendations, including the dollar amounts to be awarded, for approval to the full MGEF Board. The MGEF Board will take

action for approval at its regular March meeting. Upon approval by the MGEF Board the Grants Committee shall notify all lead applicants as to the final status of their proposal and send a IGP Grant Acceptance form to the Lead Applicant. No grant award shall be funded unless the IGP Grant Acceptance form is signed by the lead applicant and returned to MGEF by April 30. Funding for approved IGP grants shall be for the fiscal/academic school year beginning July 1 of the year the IGP grant proposal has been approved and awarded by MGEF. All funding requests must occur and be completed by the end of the fiscal/academic school year (June 30) following the approval and award of the IGP grant.

- IX. Requirements of Lead Grant Recipients** – When accepting the grant award the lead recipient shall comply with the following:
- A. Promote public awareness of MGEF by acknowledging MGEF as the funding source whenever the grant project is discussed, presented or advertised publicly. This includes press releases, newsletters or any other media coverage;
 - B. All IGP grant recipients must submit a final project report and evaluation, in the format requested, using the evaluation form provided by MGEF, within 30 days of the completion of the project but not later than June 30, of the fiscal/academic year for which the grant was awarded.
 - C. All purchases of materials, supplies, equipment or purchased services must be made through MGSD purchasing system;
 - D. All materials, supplies, equipment or purchased services used in fulfilling the grant shall become the property of the Monona Grove School District, and must comply with any school district policy for the acceptance of gifts or donations. It shall be the responsibility of the IGP Lead Grant Recipient to obtain written approval from MGSD for any such purpose.
 - E. If the IGP grant includes the acquisition or purchase of teaching aids, software or related equipment, and/or significant alterations to any school building or grounds, written approval of the appropriate administrator or department head shall be required at the time the grant proposal is submitted and before any grant award is made. A copy of advanced written approval issued by the appropriate Monona Grove School District administrator must accompany any requests for payment. MGEF will not remit payment for any request not meeting this requirement. As stated in Section II above, requests for computer equipment or related equipment will not be accepted.
 - F. Direct payments to any IGP Grant Lead, Group or Co-Applicant grant recipient, including but not limited to wages, salaries, payroll benefits, materials, supplies, equipment, meals, food, beverages or purchased services is prohibited;
 - G. Payment for materials, supplies, equipment or purchased services shall not extend beyond the life of the grant.
 - H. In accepting an IGP grant award, the lead recipient agrees, when possible, to appear at events, activities or presentations sponsored by MGEF for the purpose recognition or promotion of its grants program.

- X. **Funding of Grants** - Annual support for IGP grants may come from various sources:
- A. IGP Named Grants – To fund their grants sponsors may use their own funds provided to MGEF as a pass-through, restricted funds on deposit with MGEF or other funds available from another not for profit organization.
 - B. MGEF Grants - MGEF will use its own unrestricted funds or restricted funds, which have been provided by donors or other sources.
 - C. The maximum funding amount available for IGP grants will be determined by the MGEF Board at the start of the grant cycle.
 - D. MGEF reserves the right to award all, none, a portion, or additional funds available depending on the quality of grant applications received.
 - E. All funds must be used in the fiscal/academic calendar year for which they were awarded. Any funds not used by June 30 of that fiscal/academic calendar year will be forfeited unless a written request for an extension is made and approved by the MGEF Board prior to June 30 of the fiscal/academic year of the grant.
 - F. If an IGP grant extension has been approved by MGEF Board any funds remaining at the end of the second fiscal/academic year after the year the original grant was approved shall be forfeited.
 - G. If the IGP grant is part of an external grant, release of the funds previously approved by MGEF for its-portion of the IGP grant shall be contingent upon written proof by the external grant administrator of the existence of and funding for the external grant.
 - 1. MGEF shall also require compliance with Section VII C (2) of this policy before release or payment of any funds to the external grant.
- XI. **Payment of Grant Funds** – All requests for payment of expenditures and the purchases of materials, supplies, equipment or purchased services for grants awarded by MGEF shall be made using the Monona Grove School District purchasing system. Upon notification by the Monona Grove School District of IGP grant expenditures and payments made by them for awarded MGEF IGP grants, MGEF shall:
- A. Reimburse the District for awarded IGP grant payments made by them to the limit of the grant award approved by the MGEF Board;
 - B. Make all grant reimbursement payments to the District in the form of a grant or gift to be applied only for the specific purpose of the IGP grant.
- XII. **Other Provisions** – In addition to any other provision of this policy, the following shall apply:
- A. Applicants shall confer with their applicable principal or supervising administrator when preparing a proposal to ensure the proposal is consistent with Monona Grove School District programs, goals and policies.

1. MGEF shall provide a written approval form as a part of the application to be signed by the applicable principal or supervising administrator and shall be attached to the IGP grant request application at the time of submission.
 2. IGP grant request applications made without this approval will not be accepted.
- B. IGP grants requesting payment for food or beverages as part of the request:
1. Will ~~May~~ be approved only by MGEF Board ~~at the sole discretion and recommendation of the Grants Committee~~ and shall be;
 - a. Appropriate for the proposed grant activity or event,
 - b. Of reasonable cost.
 2. Food and beverages includes those provided by commercial restaurants or catering services.
 3. Requests using food as ~~an~~ a primary enticement or reward for participating in any grant activity will not be allowed.
- C. This policy shall be reviewed and revised as necessary at least every two (2) years after adoption or revision.
- D. MGEF reserves the right to correct, amend, change or delete any provision of this policy at any time.
- E. The MGEF Board shall have the sole authority to interpret and make any decisions governing this policy, and all decisions shall be final.
- F. All provisions as stated in the MGEF Grant Recipient Form shall be followed and adhered to.
- G. All approved and awarded grants shall be only for the school year approved by the MGEF Board.
1. Unless previously approved by MGEF Board are not to be repeated.

References : MGEF Grant Application Forms
 MGEF Principal/Supervising Administrator Approval Form
 MGEF Grant Recipient Forms

Adopted: September 10, 2013

Rev December 2, 2014
 March 8, 2016
 October 9, 2018
 March 12, 2019