



MT. VERNON EDUCATION FOUNDATION

GRANT APPLICATION

Please turn in 10 stapled copies by the deadline to MVEF's attention at the school administration office: Grants, MVEF, 1776 West SR 234, Fortville, IN 46040.

A full application includes this cover document, supporting document answering the following questions on page two, and the budget sheet.

Blue or black ink is preferred, and neatness and accuracy are appreciated.

Project Title: _____ Project Leader Name and Title: _____

Additional Applicants' Name(s) and Title(s): _____

Project Leader Telephone Numbers: Work _____ Cell _____

E-Mail Address: _____

Project Leader School Building: _____ Project Site: _____

Project Duration: Beginning Date: _____ Ending Date: _____

Target Group: _____ Number of Students Affected by Grant _____

Number of Teachers _____ Age Group _____ Grade Level _____ Subject/Org: _____

TOTAL COST: \$ _____ Less any Additional Funding from the Other Sources \$ _____

Name and/or Description of Other Funding Source(s) _____

TOTAL GRANT REQUEST \$ _____

Applicant's Signature: _____ Date _____

Building Principal's Comments: _____

Building Principal's Signature: _____ Date _____

(By signing this you are agreeing that this is a worthwhile project for your school and you want funding for it.)

APPLICATIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED FOR FUNDING.

**** GRANTS INVOLVING TECHNOLOGY-APPROVAL NEEDED:** In order to achieve the best discount and to make sure grants involving technology can actually be utilized with the school technology limitations, grants requiring any involvement with school technology must have an approval email/letter from the technology office of the MVCSC, (Barb Campbell, Director of Technology or Brandon Hayes, District IT Specialist.) Grant applicants should discuss the idea with technology staff early in the grant process to make sure the idea is realistic within the school systems. They have created an option in the "help desk" labeled MVEF "Grant Requests" for grant information to be reviewed.

Please answer each of the following questions in your application. It is imperative that each question is answered. Your full application submitted should include the above first page of the application, a separate document answering the questions below with any supporting documents, and a budget worksheet that follows. Questions should be answered in order with the corresponding number preceding the answer.

1. Grant Focus Area – Please explain how the requested grant will impact at least one of the following:
_____ **Encourage Student Achievement** (Academic, Arts, or Vocational as they support the classroom curriculum)
_____ **Encourage Lifelong Learning Opportunities** (Community Service, Citizenship, Human Relations, Parental Training/Involvement/Support)
_____ **Support of Professional Development** (Training or support materials specifically designed to engage students in classroom learning. This does not include professional development for an individual staff member’s personal professional development, or for academic or continuing education credits.)
_____ **Honor Staff and/or Students** (Area, state, or national recognition for outstanding performance, achievement, etc.)
2. Summarize the creative concept or original idea that forms the basis for the project.
3. In what way is the project innovative, creative or exciting?
4. Describe the activities which will take place, and outline the timetable for the activities and the project completion.
5. List the subject areas involved in the project. How will the project enhance the students’ learning experiences in these areas?
6. An evaluation of this project is required within thirty (30) days of its conclusion. What method will you use to evaluate this project’s impact?
7. Is this project/item new to the MVCSC? If not, when, where and for how long has the project/item been used and how was it funded in the past?
8. If your project/item is not funded by MVEF, please list other sources of possible funding:
9. If applicable, please provide website links that will assist in evaluating your project.
10. In addition to your school principal, please list the names of the person or persons with whom you have consulted. Please note: In order to achieve the best discount available and to make sure grants involving technology can actually be utilized with the school technology limitations, grants requiring any involvement with school technology must have an approval email/letter from the Director of Technology, Greg Rollo.

Tips: Please write your application as if the reader knows nothing about your school or project. The people reviewing your grant are not MVCSC staff.

