



# GRANT APPLICATION

**Deadlines:**

**Fall Grant Cycle is October 15th.**

**Spring Grant Cycle is January 15th.**

Applicant Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Subject Taught \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Grant Title \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Number of students grant will benefit \_\_\_\_\_ Grade/Cluster/Club \_\_\_\_\_

Nature/subject of grant (science, math, ELA, etc.) \_\_\_\_\_

Intended date grant will be used \_\_\_\_\_

Middletown School Department pre-approval is included?  Yes  No

*Please attach copy of Central Office pre-approval letter (see Grant Guidelines #3)*

Summary of Program/Request (or submit an attached typewritten page) \_\_\_\_\_

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*Continue on back if necessary. Please attach any further information that may be helpful (i.e. brochures, weblinks, etc.)*

Intended Outcome of the Program \_\_\_\_\_

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Cost Breakdown (fees, admission, transportation, software, supplies, etc.)

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Is partial funding available from PTG or other sources?  Yes  No If yes, how much? \_\_\_\_\_

Applicant Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Principal/Administrator Signature\* \_\_\_\_\_ Date \_\_\_\_\_

*\*Signatures required. Applicant agrees to participate in the MEC Grants Showcase and will include "Activity was fully/partially funded by Middletown Education Collaborative" on permission slips.*

Please mail Grant Application to: MEC, PO Box 4975, Middletown, RI 02842 by deadline listed above.



## GRANT GUIDELINES

The Middletown Education Collaborative provides funding for educational programs that provide creative learning opportunities to Middletown students. In the past, those creative learning programs have come in the following forms: reading programs; theatrical and musical performances; enriching field trips; interactive student workshops in art, culture, science, or math; artists in residence; and educational tools and materials otherwise unfunded. However we are not limited to these types of programs. Please review our guidelines below. If you are unsure whether your proposed program fits within our guidelines, please contact us at [grants@mecmec.org](mailto:grants@mecmec.org) and we'll be glad to speak to you more specifically about the grant process and guidelines.

To achieve our goal we require that each Grant Application meets the following criteria:

1. The Grant program must contain an educational component that directly impacts students and has a positive impact on the curriculum, as detailed in your application.
2. Applications must be as detailed as possible, please include:
  - a. school(s) served by the program;
  - b. class/cluster/grade or club(s) served by the program;
  - c. need for the program;
  - d. quality and innovative nature of program/event;
  - e. program's link to curriculum;
  - f. book titles, specific software programs, specific supplies required;
  - g. breakdown of all costs, i.e. cost of books, bus transportation, ticket price, number of students, software cost, hardware cost , etc.
3. All applications must be signed by the applicant's principal or supervising administrator and be pre-approved by the Middletown School Department's Central Office.
4. Applicants must be 18 years of age. Middletown students wishing to submit an application must have a teacher sign and submit the application as a co-applicant/sponsor of the application.
5. **Applications may not include:** general school supplies, Capstone Project funding, individual teacher education, teacher salary, funding for coaches, or funding for prizes.
6. Applications must be submitted on or before October 15 for the Fall Grant cycle or January 15 for the Spring Grant cycle.
7. Applications must be completed in full. Incomplete or late applications will not be accepted.
8. Acknowledgement of MEC funding will be included on permission slips and/or programs or materials.

All grant applications submitted during the grant cycle are reviewed upon the close of the application deadline. However, if an application is submitted that requires immediate consideration prior to the deadline, we may make an exception for that application. Please contact us by email if you have a Grant Application with a deadline before our Grant Cycle closes at [grants@mecmec.org](mailto:grants@mecmec.org).

By accepting a MEC Grant, you agree to participate in the MEC Grant Showcase. Participation can be in the form of a PowerPoint presentation, photo board, student presentation or the like. The Showcase is held annually in May. It displays and celebrates the accomplishments of teachers and students made possible through MEC Grants, and is open to the entire community.

Pursuant to Middletown Public School Department policy, all purchases of the Approved Grant materials/programs must be made through the School Department. Applicants must submit a budget request or requisition to the School Department. The School Department will purchase the approved Grant materials (i.e. tickets/books/software/etc.). MEC then reimburses the Middletown School Department for all approved expenditures.