

TIMELINE: To principal by April 8, 2016
Principal to CBO by April 13, 2016

Comment Sheet

Applicant:

Building:

Building Principal

Date Received: _____

Date Reviewed: _____

Comments:

Superintendent

Date Received: _____

Date Reviewed: _____

Mini Grant Committee

Date Received: _____

Date Reviewed: _____

Approved: Y/ N

MCC EDUCATIONAL FOUNDATION

Request for Funds

The intent of the MCC Educational Foundation, according to its Statement of Purpose, is to distribute its resources in accordance to the stated policies of the Mason County Central Board of Education. As such, all activities should coincide with the stated board of education goals and objectives, or generally be acceptable to its members.

Requests for funds from the MCC Educational Foundation shall be directed through appropriate committees, in this case the "Mini-Grant" committee. Each project should develop qualification guidelines, application procedures, and application and evaluation/reporting procedures.

The primary purposes of the MCC Educational Foundation are to preserve and enhance the educational and extracurricular opportunities of the students in Mason County Central schools by the distribution of resources.

Sources of Revenue

The MCC Educational Foundation has two (2) main sources of income that can be directed to organizations, groups, or individuals who by the following guidelines for requesting funds may apply for the grants. The two main sources are:

1. MCC Educational Foundation Golf Classic
2. CommUNITY Auction

Process for Determining Fund Availability

1. At the March meeting of the MCC Educational Foundation Board of Directors, the total net revenue of these two sources will be determined.
2. At the March meeting, the Foundation Board of Directors will determine the amount of the combined net receipts of the two sources of income that will be made available for funding proposals.
3. The amount decided, the guidelines, the time line, and the application process will be announced. The guidelines, time line, and application process will be determined by committee appointed by the MCC Educational Foundation Board of Directors. This committee will be referred to as the "Mini-Grant" committee.
4. The Mini-Grant Committee will receive applications, screen and review applications, and make recommendations to the MCC Educational Foundation Board of Directors as to which projects to fund at the May meeting of the MCC Educational Foundation Board of Directors.
5. The MCC Educational Foundation will review the request from the Mini-Grant Committee's recommendation and announce the projects to be funded for the following school year at its May meeting.

Criteria for Funding

1. To be used for programs and/or equipment that will enhance the educational and extracurricular opportunities for students at Mason County Central. Also, that none of the money be applied to supplement wages or salary for MCC employees.
2. Must fill out application form and expense form enclosed.
3. Not to be used to increase already existing teaching supply budgets, unless used in overall plan.
4. Money must be used by October 31 of the school year applied for unless a waiver request was approved as part of the funding approval.
5. A presentation to the Foundation Board may be expected at a regular quarterly meeting. This presentation must detail the project funded. If appropriate, students are encouraged to participate.
6. A written summary of the funded project/program must be submitted by May 1 of the school year applied for. The summary should include information about the program, how it was used with students, and a brief assessment of the program.

Application Instructions

1. Must fill out application form and expense form enclosed. Please do not submit notebooks, CDs/DVDs, etc. *Even if attaching additional information, the application pages must have at least a summary of the attached information. "See Attached" statements will not be accepted.*
2. Attached forms are to be completed and returned to the Building principal, who will review the application and submit to the Superintendent.
3. Applications will be accepted through April 8, 2016, until 4:00 p.m. by the building principals. Principals must submit to the Superintendent by April 15.

**APPLICATION
MCC EDUCATIONAL FOUNDATION
REQUEST FOR FUNDS**

APPLICATION DUE DATE: April 8, 2016 by 4:00 p.m. RETURN TO: Building Principal

Instructions: Please use only the application pages to submit requested information. Complete each page of application entirely.

Name of organization requesting funds: _____

Contact person: _____ Building: _____

Address: _____

City/Zip: _____

Telephone: _____

Description of project to be funded (Continue on additional sheet if necessary): _____

How does this request meet the objectives of the MCC Educational Foundation? (Continue on additional sheet if necessary)

Number of students directly affected by this grant request: _____

What is the starting date and completion date of this project: _____ to _____

Request for waiver to extend project/program spending beyond October 31:

Reason for waiver request:

Anticipated extension date: _____ Waiver request approved: Y / N

Signature of Contact Person: _____ Date: _____

Application Approved for funding Y / N Amount \$ _____

**APPLICATION
MCC EDUCATIONAL FOUNDATION
REQUEST FOR FUNDS**

Name of organization requesting funds: _____

Contact person: _____ Building: _____

Number of students directly affected by this grant request: _____

GRANT PROJECT BUDGET FORMAT

Below is a listing of standard budget items. Please provide the project budget in this format and in this order. (Use additional sheet if necessary.)

EQUIPMENT SECTION

SUPPLIES SECTION

(Ex: Gateway Computer) _____ \$2000.00 _____

(Ex: Cabri Geometry Software) _____ \$150.00 _____

EVALUATION SECTION

SECTION

SHIPPING

(Ex. Standardized Test) _____ \$50.00 _____

(Ex. Postage) _____ \$34.00 _____

Total Cost of Request: _____

If you have requested a single item that costs more than \$1,000.00, you may be asked to submit competitive bids. (Note: have these bids available.)

Funds should be spent by October 31 of the school year applied for unless a waiver has been approved. Monies not spent or encumbered by May 1 of school year applied for will revert to the Foundation.