



## Marshfield Education Foundation Grants—Frequently Asked Questions

### **Who is eligible to apply for funds?**

Any staff member of the Marshfield Public Schools. Staff can apply as individuals or as a group.

### **Who will evaluate my application?**

The Marshfield Education Foundation Grant Subcommittee will evaluate each proposal using a rubric. Final grant funding will be authorized by the Foundation's full Board of Directors based on the recommendations of the subcommittee.

### **How will my application be evaluated?**

Please visit <http://www.marshfieldfoundation.org/site/grants/> and view a copy of the rubric that will be used to evaluate your application.

### **What becomes of equipment I purchase with grant funds?**

All materials purchased with funds provided by Marshfield Education Foundation will become the property of the Marshfield Public Schools.

### **What can I purchase with my funds?**

Any equipment that is funded must be justified in the proposal as being extraordinary to the regular school budget. Purchases may include items such as technology equipment, books, journals, fees for guest speakers and ANY materials that support innovative educational initiatives.

### **When must funds be used by?**

Awarded funds must be used by the end of the upcoming academic year. Exact deadline will be given to award recipients.

### **Must my application be approved?**

The applicants and the principals of the schools where activities will take place must sign all applications. If the application includes technology, the Director of Technology for MPSD must sign the application. All applications are reviewed with district leadership before the MEF grant team evaluates the applications.

**What if I switch schools, need more money, want to change how the money is used or adjust the timeframe of the grant?**

Changes in people, program content, or timeframe of the grant must be brought to the attention of the Grant Subcommittee for review and approval.

**What becomes of my grant if I am unable to finish the work for any reason?**

This must be decided on a case-by-case basis. Grants with multiple applicants have a greater likelihood of being continued.

**Can I resubmit previous grant proposals that may not have received funding in the past?**

Yes, provided they comply with the guidelines and learning objectives.

**Can a project receive funding if it has already received funding in the past?**

Yes, provided that it meets the competitive standards of the foundation. The same project will not receive funding for more than two years, unless there is a compelling reason to continue to fund the project. Please contact the foundation with specific questions.

**Will the Marshfield Education Foundation fund stipends and/or professional development?**

In order to maximize the number of grants issued, the Marshfield Education Foundation cannot fund stipends or professional development.

**When will I be notified if my grant has been approved?**

All grant applicants will be notified by the beginning of May.

**Where do I submit my proposal?**

Please send ONE paper copy of your completed application via interoffice mail to the Superintendent's office and submit ONE electronic copy in PDF format to [mefgrantcommittee@gmail.com](mailto:mefgrantcommittee@gmail.com). Document naming convention should be: MEF18\_PRIMARY APPLICANT LAST NAME. If you are primary applicant on more than one grant, please label 1,2,3...after last name.

**What is the deadline?**

Application must be received midnight March 5<sup>th</sup>, 2018. In fairness to all, we will hold firm to this deadline.

**What if I have additional questions?**

Questions can be sent to [mefgrantcommittee@gmail.com](mailto:mefgrantcommittee@gmail.com)