



GRANT APPLICATION APPLICATION INFORMATION

The mission of the Madison Education Foundation (MEF) is to support, maintain, and enhance educational programs and activities for all students in Madison School District #321. Philanthropic and volunteer assistance from individuals, business, and community partners allow the Foundation to further advance and support the educational mission of Madison School District.

The money for this grant is awarded from limited funds made available through interest in the endowment fund and as those endowment funds grow, more grants will be accommodated.

Grant Cycle and Deadlines:

- ◆ Grant Cycle Opens: Tuesday, September 3rd, 2024
- ◆ Grant Cycle Ends: Thursday, October 31st, 2024 (4 p.m.)
- ◆ Grant Applications must be submitted by the end of the day to Alisha Martin in the District Office in person or through District Mail system to be considered.
- ◆ Applicant must be currently contributing to the Madison Education Foundation Permanent Endowment Fund to be considered.
- ◆ Late applications will not be considered.
- ◆ You will be notified around November 15th, 2024 of the status of your grant.
- ◆ Grant requests not filed on the Official MEF Grant Application (see next page) will not be considered.

Grant Amounts

Applicants who have a project to increase and enhance student learning are invited to apply for up to \$1000.00.

Grant Requirements

- ◆ Only administrators, faculty, and staff of the Madison School District 321 may apply for a grant.
- ◆ Completely fill out the MEF Grant Application Form (see next page) and deliver to Alisha Martin at the district office by the deadline.
- ◆ A brief written update must be submitted that describes how your project, that was funded by the MEF, went. It also must include pictures. Please submit this report as directed in the grant notification letter.

Grant Restrictions:

- ◆ Any funds awarded must be used within twelve (12) months from the date awarded. Any unused funds must be returned to the Madison Education Foundation.
- ◆ All materials and equipment purchased with MEF Funds will become the property of Madison School District 321.
- ◆ Any projects that fall under normal operating expenses for Madison School District, including salaries, will not be considered.
- ◆ Consumables will be considered as part of a larger project on a case by case basis. These could include: lab materials, activity materials, subscriptions and other things.
- ◆ Other restrictions may apply. Refer to the Madison Education Foundation website for details. www.madisoneducationfoundation321.org/grant-information



GRANT APPLICATION

for undesignated funds
(needs board approval)

Applicant Information

Name _____ Phone _____

School _____ Date _____

email _____

Are you currently contributing to the MEF Permanent Endowment Fund **yes**

Department/Activity _____

Total cost of project: _____ Amount requested? (up to \$1,000) _____

Please list any other source of funding or support for this project (matching funds, school funds, etc...)

Provide an itemized list of expenditures related to this project and their respective costs: (please include invoices, bids and other documentation)

Signature of applicant

Signature of Principal

<i>Foundation use only</i>			
<i>date submitted</i>	<i>approved</i>	<i>declined</i>	<i>table</i>

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