

2017-2018 “Grants To Teachers”



Rules & Regulations

PLEASE.....

*Read, Follow the Instructions, Download, Fill Out Application, & Print!
Mistakes can drastically affect the score of your application.*

NOTE: Technology Applications: (hardware and software).

The NMSF recommends that you check with the NMUSD IT/ET DEPT. to make sure the Technology your requesting is supported by the District Guidelines. CONTACT: NMUSD IT/ET DEPT:

Asim Babovic, Director of Info. ababovic@nmusd.us 714-424-7518

Jenith Mishne, Director of Ed. jmishne@nmusd.us 714-424-8943

**Application Due Date:
October 6, 2017**

Three Ways to submit your (8) Copies of your application:	
1) US Mail To:	Newport Mesa Schools Foundation PO BOX 1368 Newport Beach, CA 92659
2) District Mail To:	Newport Mesa Schools Foundation BESST CENTER, Room 121, Behind Rea School
3) Drop Off On:	October 6, 2017, between the hours of 3-5 PM-Only! NMSF Office: BESST Center, Room 121, Behind Rea Sch. 2045 Meyer Pl., Costa Mesa, CA 92626



2017-2018

Rules & Regulations for Grant Applications

What is the "Grant To Teachers" Program?

The Newport Mesa Schools Foundation provides funds to certificated teachers or school personnel in the Newport Mesa Unified School District to purchase or produce materials for programs and projects that are creative, innovated and responsive to student needs. Through fundraising efforts and donation to the NMSF, we are able to present funds directly to the teacher or personnel to implement their program during the current school year. The NMSF is the only district-wide foundation to award grant funding to all schools that apply. **To Date, the Newport Mesa Schools Foundation has donated well over \$7 Million.**

Who may apply?

All Certificated Teachers or School Personnel (Nurses, Psychologist, etc.) in the NMUSD may apply. The grant application is available to download from the NMSF Website:
www.newportmesaschoolsfoundation.com
 This formatted application is the only acceptable application that should be submitted. You may also follow the NMSF Link on: Websites: <http://web.nmusd.us/> and <http://www.nmft.net/>

How many grants can I apply for?

A NMUSD teacher or school personnel may only apply for (1) one Grant, per year.

What is the maximum amount of funding that I can ask for?

An applicant may request funding up to **\$1,000. Maximum.**

What categories are available for grant writing?
NMSF Offers (9) Nine Categories:

1. Humanities: Art & Music	6. Social Studies: Geography, History, Economics
2. Special Programs: Career Ed., Health Ed., Physical Ed., Pre-School, etc.	7. Special Ed: Psychologist, Speech Therapist, & Others
3. Language Arts: Reading, Writing, & Phonics	8. Multi-Cultural Programs
4. Science/Math	9. Environmental Programs
5. Technology	

How are grant recipients determined?

The NMSF recruits and assembles several "Grant Reader Groups" which are composed of over 65 community members representing the educational, business, civic and nonprofit sectors of our community. The grant readers read, critique, and score each grant application without the knowledge of the applicant's name, school, or zone. (NMSF board members do not score grant applications.)
 Decisions are based on the following criteria:

- Concise, well-defined plan and implementation, your educational objectives, and cost.
- Benefits a large number of students that will expand and/or provide interdisciplinary experiences in any subject area.
- Adherence to all application requirements.
- Provides a correct funding total for all budgetary items requesting.





Procedures To Follow:

<i>Grant Writers "Should"...</i>	<i>Grant Writers "Should Not"...</i>
1. Spell out all acronyms.	-hand write your application
2. Complete & use the formatted NMSF Grant App. Only!	-submit your application using a different format, other than, the NMSF Grant App.
3. Use Arial Narrow 12 pt. font, bold, & single space	-use any other font and/or spacing.
4. Correct all grammar and spelling	-include your name, school, or zone on pages 2-4
5. Make (8) eight copies of your final App.	-submit an incorrect amount, on the Budget Sheet
6. Three-hole punch & staple each app. copy	-attach any additional sheets or info. to app.
7. Double check your math on the <u>Proposed Budget</u> for accuracy.	-"Team Up" with other teachers to <u>duplicate applications</u> with different authors.
8. Discuss with your administrator your grant proposal.	-submit an application that requires hiring personnel
9. Pre-verify with the NMUSD IT/ET Dept. regarding their Technology grant proposal.	- submit an application via internet or fax.
10. Make sure to submit application on time!	-did not allow enough time to mail application.

If Your Grant Is Funded... *Congratulations!*

<i>How & when will you know if your grant will be funded?</i>
The NMSF Board will let you know, in writing, through district mail if your grant application will be funded or not by <u>mid-December</u> .

<i>What are the requirements upon receiving a Grant Award?</i>
<p><i>Please follow these guidelines for your funded grant:</i></p> <ol style="list-style-type: none"> 1. Plan on attending the Awards Banquet to receive your check – Mid February 2. Cash your check immediately to purchase or reimburse your budgeted grant. 3. Implement the Grant Program as soon as possible. 4. Submit all your purchase receipts to the NMSF Office- no later than May 11, 2018. <p><i>Failure to submit receipts will result in disqualification from next year's grant program. (See page 5 in the grant app.)</i></p>



<i>Regulations on the ownership of all grant materials:</i>
All grant materials & equipment <u>remain with the grantee</u> (teacher/school personnel) until his/her retirement, resignation, etc. Upon which, the grant materials & equipment will then <u>remain at the school site</u> where the recipient last taught.

Questions?

Please Call: NMSF (949) 438-3540

(2017-2018)
“GRANT TO TEACHERS”



COVER PAGE

This page will be removed before the applications are given to the Grant Readers

APPLICANT NAME:	
Signature:	
Phone #	
E-Mail:	
GRANT TITLE:	
SCHOOL:	
Funding Requested:	\$
(Max. \$ 1,000.)	

APPLICATION CATEGORIES:

CATEGORY: Check One		DISCIPLINE: Check One							
<input type="checkbox"/>	HUMANITIES	<input type="checkbox"/>	Art	<input type="checkbox"/>	Music				
<input type="checkbox"/>	SPECIAL PROGRAMS	<input type="checkbox"/>	Career Ed.	<input type="checkbox"/>	Health Ed.	<input type="checkbox"/>	Physical Ed.	<input type="checkbox"/>	Preschool
<input type="checkbox"/>	LANGUAGE ARTS	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Phonics		
<input type="checkbox"/>	SCIENCE/MATH								
<input type="checkbox"/>	TECHNOLOGY		<i>Subject: Pre-verified with NMUSD?</i>						
<input type="checkbox"/>	SOCIAL STUDIES	<input type="checkbox"/>	History	<input type="checkbox"/>	Geography	<input type="checkbox"/>	Economics		
<input type="checkbox"/>	SPECIAL EDUCATION	<input type="checkbox"/>	Psychologist	<input type="checkbox"/>	Speech Therapist	<input type="checkbox"/>	Other:		
<input type="checkbox"/>	MULTI-CULTURAL								
<input type="checkbox"/>	ENVIORNMENTAL								

Please describe your grant/program **in one sentence:**
(This will be used in the printed program at the Award Banquet)



"GRANT TO TEACHERS"



OFFICIAL APPLICATION

NOTE: Do Not put your name, school, or zone on the following pages 2-4

GRANT TITLE	
Funding Requested: (Max. \$1,000)	\$
How many students will this grant serve?	

GRADE LEVEL(S)

<input type="checkbox"/>	Preschool	<input type="checkbox"/>	Kindergarten	<input type="checkbox"/>	Elementary: <input type="checkbox"/> Primary or <input type="checkbox"/> Upper
<input type="checkbox"/>	Middle/Intermediate				
<input type="checkbox"/>	High School	<input type="checkbox"/>	District Classes	<input type="checkbox"/>	Other:

APPLICATION CATEGORIES:

CATEGORY: <i>Check One</i>		DISCIPLINE: <i>Check One</i>							
<input type="checkbox"/>	HUMANITIES	<input type="checkbox"/>	Art	<input type="checkbox"/>	Music				
<input type="checkbox"/>	SPECIAL PROGRAMS	<input type="checkbox"/>	Career Ed.	<input type="checkbox"/>	Health Ed.	<input type="checkbox"/>	Physical Ed.	<input type="checkbox"/>	Preschool
<input type="checkbox"/>	LANGUAGE ARTS	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>	Phonics		
<input type="checkbox"/>	SCIENCE/MATH								
<input type="checkbox"/>	TECHNOLOGY	<i>Subject: Pre-verified with NMUSD?</i>							
<input type="checkbox"/>	SOCIAL STUDIES	<input type="checkbox"/>	History	<input type="checkbox"/>	Geography	<input type="checkbox"/>	Economics		
<input type="checkbox"/>	SPECIAL ED.	<input type="checkbox"/>	Psychologist	<input type="checkbox"/>	Speech Therapist	<input type="checkbox"/>	Other:		
<input type="checkbox"/>	MULTI-CULTURAL								
<input type="checkbox"/>	ENVIRONMENTAL								

✓ *Is your Principal/Administrator aware of your grant proposal?*



Reminder:

Return **8 Copies** of this application, on or before:
Friday, October 6, 2017, 5:00 pm-Sharp!

I. GRANT/PROGRAM DESCRIPTION.

PART A: What is your plan, how does it encourage student participation, describe how it will be implemented?
(Include a description of your purchases)

PART B: Implementation of educational objectives.
(Explain how well the objectives establish clear & realistic goals for the students)

PART C: How will you evaluate your grant's effectiveness and outcome as related to the objectives mentioned above?

PART D: List & describe two ways students will benefit from this grant/program.

1.	
2.	

II. PROPOSED BUDGET FOR GRANT.

(Be accurate, concise and specific)

LIST ALL: <i>Equipment, Materials, Supplies, Tax, Shipping, etc.</i>		AMOUNT
TOTAL AMOUNT	\$	

PLEASE...

- ✓ Check your math.
- ✓ Make sure all sure all expenses are included in the total; product, materials, supplies, taxes, shipping, etc.
- ✓ Any additional expenses incurred after your grant/program are awarded will be your responsibility.



III. FINAL STEP: Keep this page and submit this to the NMSF, after your grant is awarded.

Grant Award Recipients
Congratulations!

Once you have received your Grant Award Check:

1. Cash your check immediately.
2. Purchase your expensed items as soon as possible.
3. Implement your Grant/Program as soon as possible.
4. **NOW**, submit all receipts to the NMSF Office, no later than **May 11, 2018**.
(Failure to submit receipts will result in disqualification from the next year's grants program)

➤ THIS FORM: Delivered to: **Newport Mesa Schools Foundation**
BESST CENTER, Room 121-behind Rea Elem. School
or
Mailed to: PO BOX 1368
NEWPORT BEACH, CA 92659

Applicant Name:	
School:	

Purchase Receipt Form

This form may be handwritten!

List & Attach all receipts to this page:		AMOUNT
TOTAL	\$	

REMEMBER: Submit all purchase receipts to the NMSF, no later than, **May 11, 2018**



CONGRATULATIONS!
The Newport Mesa Schools Foundation
Board Members & Grant Readers

