

Newport Mesa Schools Foundation

2021



“Grants To Teachers”

INSTRUCTIONS

(N-MUSD Certificated School Personnel may apply)

Downloadable Grant Application & Instructions:

NMSF WEBSITE: <https://newportmesaschoolsfoundation.org>

Read & Follow the Instructions.

Mistakes can drastically affect the score of your application.

FOLLOW THESE STEPS:	
#1- INSTRUCTIONS:	Download, Read & Follow the instructions carefully in detail.
#2-GRANT APPLICATIONS:	Fill out application for either <u>Individual</u> or <u>Group</u> Grant Make (8) copies of the completed application-only! Each copy must be: stapled & 3 hole punched.
#3- SUBMIT- GRANT APPLICATIONS:	On <u>or</u> Before the due date: March 5, 2021 By: US Mail, District Mail, or Drop Off

WAYS TO SUBMIT APPLICATION	
US Mail:	Newport Mesa Schools Foundation PO BOX 1368 Newport Beach, CA 92659
District Mail:	Newport Mesa Schools Foundation BESST CENTER, Room 125 (behind Rea Sch)
Drop Off: One Day Only	DATE: Friday, March 5, 2021 11:00 AM-4:00 PM- BESST Center, NMSF OFFICE: Room 125 2045 Meyer Pl., Costa Mesa, CA 92627

FINAL DUE DATE:
Friday, March 5, 2021

Questions?

Leave Message (949) 438-3540



Newport Mesa Schools Foundation

“Grants To Teachers” 2021

INFORMATION

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, innovative and responsive to student needs. Through fundraising efforts and donations to the NMSF, we are able to present funds directly to the teacher or personnel to implement their program. The NMSF is the only district-wide foundation to award qualified grant funding to all schools that apply.

To Date, the Newport Mesa Schools Foundation has donated well over \$7 Million.

What types of grant applications are available?

There are two types of Grants; Individual and Group Grants. You may apply for only one type of grant, per year.

Individual Grants: For Individual teachers or certificated specialists, requesting a Grant up to a **Max Amount of \$1,000.**

The individual applicant may apply for (1) Grant, per school, per school year.

Group Grants: Are for groups; teachers or certificated specialists, requesting a Grant up to a **Max Amount \$3,000.**

The group applicants may apply for (1) Grant, per school, per school year.

Let Your Creativity Shine!

NMSF Offers (9) Nine Categories:

What categories are available for grant writing?

Humanities: <i>Art & Music</i>	Social Studies: <i>Geography, History, Economics</i>
Special Programs: <i>Career, Health, P.E., Pre-School</i>	Special Ed: <i>Psych., Speech, Social & Mental, etc. (See Below)</i>
Language Arts: <i>Reading, Writing, & Phonics</i>	Other: <i>Multi-Cultural, Environmental, etc</i>
Science/Math	
Technology: NOT AVAILABLE THIS YEAR	

NOTE: Technology (This category is **not available** this year for grants. No technology ipads, chrome books, computers, drones, software, or licensing purchases of any kind.)

Special Ed. (Please **pre-approve** your grant request & purchase with your supervisor before submitting it to the NMSF.)

How are grant applications selected for funding?

NMSF recruits community members as Grant Readers, they represent educational, professional, civic, and/or the non-profit sectors of our community. The grant readers then read, critique, and score each grant application in groups, and without the knowledge of the applicant's name, school, or zone.

Funding Applications are based on the following criteria:

- ✓ Concise, well-defined plan and implementation of your educational objectives and costs.
- ✓ Benefits and number of students this plan will serve, & provides interdisciplinary experiences in any subject.
- ✓ Applicant has adhered to all application instructions and requirements.
- ✓ Applicant has provided a correct funding total for all requested budgetary items.

FOLLOW INSTRUCTIONS:

“WHAT YOU SHOULD DO”...	“WHAT YOU DON'T DO”.....
Make (8) Copies of completed application	Hand write your application
Three-hole punch & staple each application	Include your name, school, or zone on pages 2-4 of application.
Use Arial Narrow 12 pt. font, bold, & single space	Attach any additional sheets or info. to app.
Use the formatted NMSF Grant App. Only!	Submit application that may be considered “hazardous materials or a weapon”
Spell out all acronyms	Submit an application asking for food or beverage
Use correct grammar & spelling	Submit application that requires hiring personnel, animals, or transportation
Check proposed budget for accuracy	
Pre-Approve your grant with your principal	
Special Ed obtain "Pre-approval" from Supervisor	
Make sure to submit application on time!	

How & when will you know if your grant will be funded?

In **April 2021**, the NMSF Board will let you know, in writing, through district mail if your grant application has been funded or not.

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

What are “the requirements” upon receiving a Grant Award?

Please follow these guidelines for your funded grant:

1. You will receive your check at the Awards Banquet or by mail – **May, 2021(TBD)**
2. **Cash your check immediately** to purchase or reimburse your budgeted grant for Fall 2021.
3. Implement the Grant Program.
4. **Submit-Receipt Form w/all receipts.** Send to NMSF Office no later than **Sept. 30, 2021.**



Failure to submit receipts will result in disqualification from next year's grant program

Regulations on the ownership of all grant materials:

All grant materials & equipment will remain with the grantee (teacher/school personnel) until his/her retirement, resignation, etc. The grant materials & equipment will then remain at the school site where the recipient last taught.

GOOD LUCK !

**Questions?
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