

Newport Mesa Schools Foundation

2019-2020

“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- GRANT APPLICATION & INSTRUCTIONS:	Download, Read & Follow the instructions carefully in detail.
#2- GRANT APPLICATION:	Fill out application. Make (7) Copies of the completed application- only! Each copy must be: Stapled & 3 hole punched.
#3- SUBMIT- GRANT APPLICATIONS:	STARTING: Sept. 1– Oct. 4, 2019 Using: 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 School)
Drop Off:	Friday, October 4, 2019 1:00-5:00 PM-Only! BESST Center, NMSF OFFICE: Room 125 2045 Meyer Pl., Costa Mesa, CA 92627

FINAL DUE DATE:

Friday, October 4, 2019

Questions?

Call/Text (714) 321-2286



Newport Mesa Schools Foundation
“Grants To Teachers” 2019-2020
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 during the current school year. 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.

How many grants can I apply for?

N-MUSD Certified School Personnel may apply for **(1) one Grant, per year.**

Let Your Creativity Shine!

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, Health, Physical, Pre-Sch	7. Special Ed: Psychologist, Speech, & Others
3. Language Arts: Reading, Writing, & Phonics	8. Multi-Cultural Programs
4. Science/Math	9. Environmental Programs
5. Technology (see below)	

NOTE: Technology Grant Applications: (hardware and software)

Before writing your technology grant application, you must clear it through your School Administrator, and N-MUSD IT/ET DEPT. The technology must be supported by the District Guidelines.

CONTACT: N-MUSD IT/ET DEPT: 714-424-7518

How are grant applications selected for funding?

NMSF members recruit 65 community members representing educational, professional, civic, and non-profit sectors of our community to form 10 “Grant Reader Groups”. 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.)

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:

“SHOULD DO”...	“DO NOT”.....
Make (7) Copies of completed application	Hand write your application
Three-hole punch & staple each application	Include your name, school, or zone on Application on pages 2-4
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 an application that has anything 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 an application that requires hiring personnel, animals, or transportation
Check Proposed Budget for accuracy	
Discuss your grant proposal with your Administrator	
Pre-verify with the N-MUSD IT/ET Dept. regarding your technology grant proposal	
Make sure to submit application on time!	

If Your Grant Is Funded... Congratulations!

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

Mid-December, the NMSF Board will let you know, in writing, through district mail if your grant application will be funded or not.

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

Please follow these guidelines for your funded grant:

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 Receipt Form, attach all purchase receipts, and send to the NMSF Office no later than **May 31st**.
- 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 are the property of N-MUSD and 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?

Please Call/Text: (714) 321-2286

Leave Message (949) 438-3540

GRANT APPLICATION 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 all that apply			
HUMANITIES	<i>Art</i>	<i>Music</i>		
SPECIAL PROGRAMS	<i>Career Ed.</i>	<i>Health Ed.</i>	<i>Physical Ed.</i>	<i>Preschool</i>
LANGUAGE ARTS	<i>Reading</i>	<i>Writing</i>	<i>Phonics</i>	
SCIENCE/MATH				
TECHNOLOGY	<i>Subject:</i> Pre-verified with N-MUSD?			
SOCIAL STUDIES	<i>History</i>	<i>Geography</i>	<i>Economics</i>	
SPECIAL EDUCATION	<i>Psychologist</i>	<i>Speech Therapist</i>	<i>Other:</i>	
MULTI-CULTURAL				
ENVIRONMENTAL				

Please describe your grant/program in one sentence:

(This will be used in the printed program at the Award Banquet)

Reminder:

**Return (7) Grant Copies, on or before,
Friday, October 4, 2019 1-5 PM**

GRANT APPLICATION



NOTE: **DO NOT** put your name, school, or zone on the following pages 2-4

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

GRADE LEVEL(S) check all that apply:

Preschool	Kindergarten	Elementary:
Middle/Intermediate		
High School	District Classes	Other:

APPLICATION CATEGORIES:

<i>CATEGORY: Check One</i>	<i>DISCIPLINE: Check all that apply</i>			
HUMANITIES	<i>Art</i>	<i>Music</i>		
SPECIAL PROGRAMS	<i>Career Ed.</i>	<i>Health Ed.</i>	<i>Physical Ed.</i>	<i>Preschool</i>
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SCIENCE/MATH				
TECHNOLOGY	<i>Subject: Pre-verified with N-MUSD?</i>			
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SPECIAL EDUCATION	<i>Psychologist</i>	<i>Speech Therapist</i>	<i>Other:</i>	
MULTI-CULTURAL				
ENVIRONMENTAL				

★ **I have discussed my grant proposal with my Principal/Administrator.**
Initial Here: _____

NOTE: Grants will be **disqualified** if they include.....

1. Hiring of any personnel
2. Bus or other transportation
3. Any fire, flammable and/or hazardous materials, etc.
4. Foods, drinks, and/or snacks
5. No animals
6. Anything that could be determined "A Weapon"

I. GRANT PROGRAM/PLAN:

PART A: Describe your program/plan in detail. what it is, how it will be used in your classroom or program, and how it will encourage student participation and growth. (Include a description of all purchases)

PART B: Educational objectives for your program/plan. Explain what your objectives/goals are for the students. What do you want to accomplish. How will students demonstrate their skills/knowledge as a result of these objectives.

