

# 2018-2019 “Grants To Teachers”



## APPLICATION INSTRUCTIONS

**PLEASE...**

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

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](http://www.newportmesaschoolsfoundation.com)

**NOTE: Technology Applications: (hardware and software).**

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

Asim Babovic, Director of Info. [ababovic@nmusd.us](mailto:ababovic@nmusd.us) 714-424-7518

Jenith Mishne, Director of Ed. [jmishne@nmusd.us](mailto:jmishne@nmusd.us) 714-424-8943

**Application Due Date:  
October 5, 2018**

<b>Three Ways to submit your (8) Copies of your application:</b>	
<b>1) US Mail To:</b>	Newport Mesa Schools Foundation PO BOX 1368 Newport Beach, CA 92659
<b>2) District Mail To:</b>	Newport Mesa Schools Foundation BESST CENTER, Room 121, Behind Rea School
<b>3) Drop Off On:</b>	<b>October 5, 2018</b> Hours: 1:00-5:00 PM-Only! NMSF OFFICE: BESST Center, Room 121, Behind Rea School 2045 Meyer Pl., Costa Mesa, CA 92626

**Questions?**

**Please Call/Text: (714) 321-2286**



## 2018-2019 INFORMATION & INSTRUCTIONS

### **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.

### **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](http://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 applications selected for funding?**

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

**Funding Applications are based on the following criteria:**

- Concise, well-defined plan and implementation of your educational objectives and costs.
- The benefits and the number of students that this plan will serve, providing interdisciplinary experiences in any subject area.
- The applicant has adhered to all application instructions and requirements.
- This applicant has provided a correct funding total for all requested budgetary items.

## **GRANT WRITER INSTRUCTIONS:**

<b>“SHOULD DO”...</b>		<b>“DO NOT”...</b>
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 App. pages 2-4
5. Make (8) eight copies of your final App.		-Submit an incorrect total to the Budget Sheet
6. Three-hole punch & staple each app. copy		-Attach 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 your grant proposal with your Administrator.		-Submit an application that requires hiring personnel
9. Pre-verify with the NMUSD IT/ET Dept. regarding your technology grant proposal.		- Submit an application via internet or fax.
10. Make sure to submit application on time!		-Allow sufficient time to mail application.

### **FYI: If Your Grant Is Funded...*Congratulations!***

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

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

#### ***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 Form (page 5) and all your purchase receipts to the NMSF Office- no later than May 1st.



**\*\*\*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 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.

### **Questions?**

**Please Call/Text: (714) 321-2286**

(2018-19)

GRANT # \_\_\_\_\_

“GRANT TO TEACHERS”

# GRANT APPLICATION COVER PAGE



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

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

## APPLICATION CATEGORIES:

<b>CATEGORY:</b> <i>Check One</i>	<b>DISCIPLINE:</b> <i>Check One</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>
LANGUAGE ARTS	<i>Reading</i>	<i>Writing</i>	<i>Phonics</i>	
SCIENCE/MATH				
TECHNOLOGY	<i>Subject:</i>  <i>Pre-Verified with NMUSD?</i>			
SOCIAL STUDIES	<i>History</i>	<i>Geography</i>	<i>Economics</i>	
SPECIAL EDUCATION	<i>Psychologist</i>	<i>Speech Therapist</i>	<i>Other:</i>	

**Please describe your grant/program in one sentence:**

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



## GRANT APPLICATION



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

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

### GRADE LEVEL(S)

Preschool	Kindergarten	Elementary: <i>Primary or Upper</i>
Middle/Intermediate		
High School	District Classes	Other:

### APPLICATION CATEGORIES:

<b>CATEGORY:</b> <i>Check One</i>	<b>DISCIPLINE:</b> <i>Check One</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>
LANGUAGE ARTS	<i>Reading</i>	<i>Writing</i>	<i>Phonics</i>	
SCIENCE/MATH				
TECHNOLOGY	<i>Subject:</i>  <i>Pre-Verified with NMUSD?</i>			
SOCIAL STUDIES	<i>History</i>	<i>Geography</i>	<i>Economics</i>	
SPECIAL EDUCATION	<i>Psychologist</i>	<i>Speech Therapist</i>	<i>Other:</i>	

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

### Reminder:

Return: **8 Copies** (Pages 1-4) of this application, on or before:  
**Friday, October 5, 2018, 1:00 -5:00 pm-Sharp!**

## **I. GRANT PROGRAM/PLAN**

**PART A: Description of your program/plan.** Explain 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 your purchases)**

**PART B: Educational objectives for your program/plan.** Define the educational objectives or goals. Explain how the students will demonstrate their skills or knowledge as a result of these objectives.

**PART C: Evaluation of the program/plan.** How will you track student growth and the overall outcome of this program/plan as related to your objectives?

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**PART D: Student Benefits.** Explain two ways students will benefit from this program/plan.

<b>1.</b>	
<b>2.</b>	

**II. PROPOSED BUDGET REQUEST FOR GRANT.** (Be accurate, concise and specific)

<b>LIST ALL: Equipment, Materials, Supplies, etc.</b>		<b>AMOUNT</b>
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$</b>	
<i>(Include tax &amp; shipping estimates in total)</i>		

- ✓ **Check your math.**
- ✓ **Make sure all expenses are included in the total; products, materials, supplies, taxes, shipping, etc. \*\*\*Any additional expenses incurred after your grant/program are awarded will be your responsibility.**
- ✓ **The Maximum check awarded is \$1,000.00.**

# Grant Award Recipients

**(KEEP THIS PAGE)** use after your grant is awarded.



## **FINAL STEP:**

**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. **Submit this form and all receipts to the NMSF Office, no later than May 1<sup>st</sup>.**  
*(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

<b>Applicant Name:</b>	
<b>School:</b>	

## **Purchase Receipt Form**

*This form may be handwritten!*

List & Attach all receipts to this page:		AMOUNT
<b>TOTAL</b>	<b>\$</b>	
<i>(Including shipping and Tax)</i>		



**REMEMBER:** Submit all purchase receipts to the NMSF, no later than **May 1<sup>st</sup>**.

**CONGRATULATIONS!**

*On behalf of ...* **The Newport Mesa Schools Foundation**  
**Board Members & Grant Readers**

(Keep This Page & Submit by **May 1<sup>st</sup>**)