



Mount Vernon Public Schools
FOUNDATION

Learning Enhancement Grant Guidelines

MISSION

The Mount Vernon Public Schools Foundation is dedicated to improving the quality of education in the school district by raising funds for projects and activities that encourage and enhance academics, athletics, the arts, technology, and all other programs that will enrich the learning experience offered in the Mount Vernon School District. Our grant program provides the means to connect students with the resources, experiences, and opportunities to meet their full potential and enhance learning in our classrooms. **Learning Enhancement Grants are available to support needs up to \$5,000.**

CRITERIA

- Request must align to the Foundation’s mission and support the District’s strategic plan.
- Grant activities must apply to one of the three grant categories listed below.
- Application must illustrate impact on student learning or experience, include a detailed budget and plan, and measure success/impact of grant.
- Grant activities and funds must be expended during the current school year.
- Funding request is beyond the scope of the annual budget of the school or the district.
- For grant projects that exceed grant request amount, applicants must document additional funding sources in application.
- Foundation funds are non-recurring, with no guarantee of availability in subsequent years.

GRANT CATEGORIES

There are multiple funding tiers offered by the Foundation. Please review the outlined criteria below to ascertain the funding tier that most closely corresponds to your project. Note that Tier 3 applicants may be asked to make a brief presentation to the MVPSF Board.

Grant Category	Award Amount	Purpose
Tier 1	up to \$1,000	Classroom-scale or small club/group projects, activities, events <i>Examples: Class or grade-level field trips, teaching aids or materials for classroom(s)</i>
Tier 2	more than \$1,000 up to a max of \$2,500	School-wide, multiple classrooms or club/group projects, activities, events <i>Examples: Multi-day field trips, school-wide assemblies, equipment used for multiple grade levels</i>
Tier 3	more than \$2,500 up to a max of \$5,000	Multi-school, or large and/or resource-intensive club/group projects, activities, events <i>Examples: District-wide events (like Young Authors), durable goods/equipment for ongoing use (5+ years) by students, exceptional student opportunities</i>

ALLOWABLE COSTS

This list is not inclusive, but example costs include:

- Instructional materials that enhance student learning
- Registration fees and transportation costs associated with field trips
- Equipment and supplies that enhance student learning or experiences

ITEMS NOT FUNDED

- Student giveaway items
- Food and snacks
- Salaries, benefits for district staff
- Projects that do not align with the mission of the Foundation
- Monies spent prior to grant approval
- Political or quasi-political campaigns

APPLICANT RESPONSIBILITIES

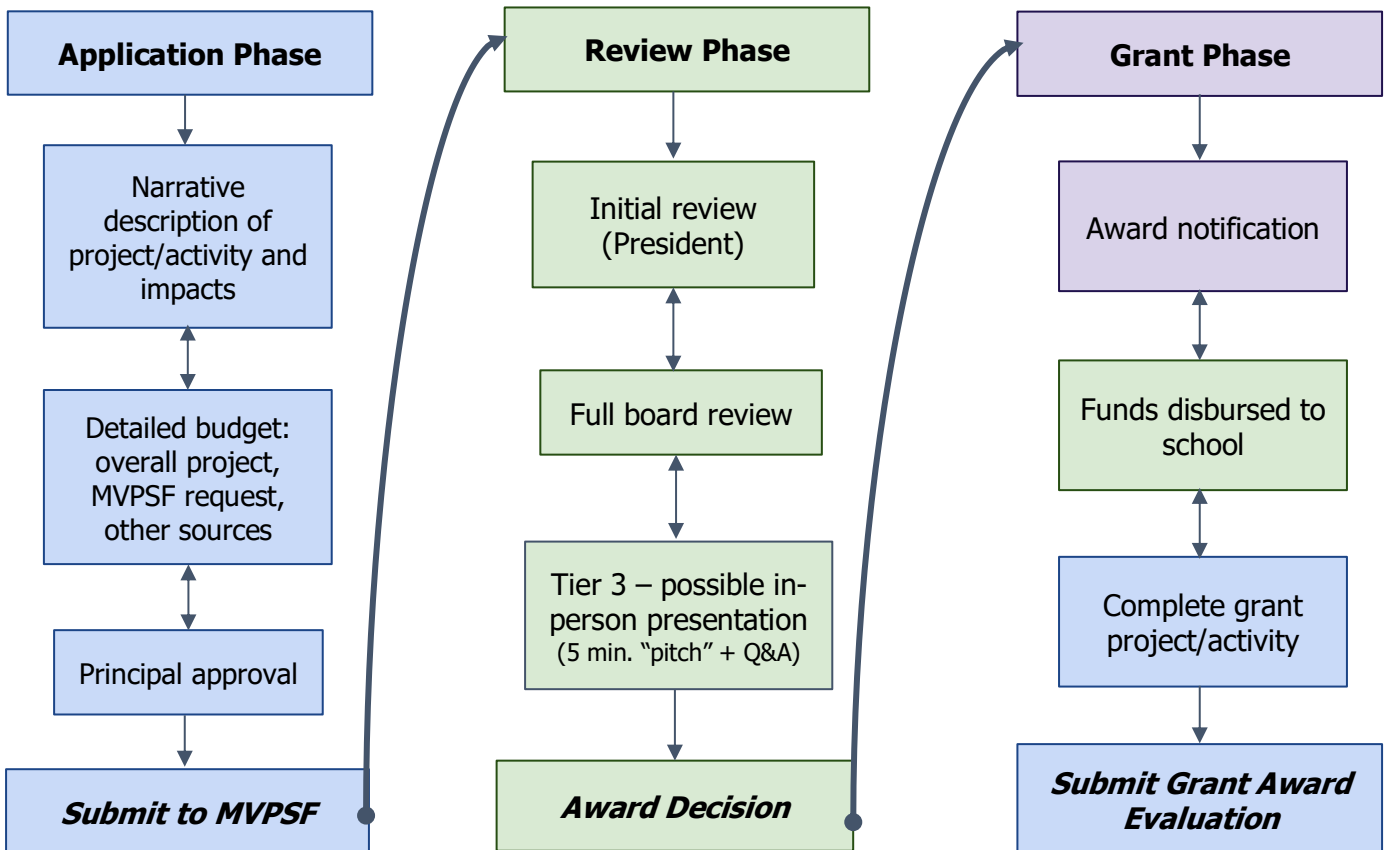
- All proposals must be approved by your school principal and/or district administration as applicable.
- Grant projects/activities must be completed by the end of the school year. Extensions are given only in exceptional circumstances and must be discussed well in advance.
- If a funded grant project/activity is not completed by the stated completion date, the grantee must submit a written statement to the Foundation with the reason for the delay and a request for an extension.
- All unused Foundation funds should be returned to the Foundation.
- Acknowledge that equipment and materials provided with Foundation funds are district assets.
- Tier 3 applicants may be asked to make a brief presentation to the MVPSF Board.

REPORTING REQUIREMENTS

By accepting funds from the Mount Vernon Public Schools Foundation, applicants agree to:

- Acknowledge MVPSF as a funding source for the project/activity and include MVPSF in all relevant publicity documents and provide photos as applicable.
- Submit a Learning Enhancement Grant Award Evaluation form. The evaluation form is due within 30 days upon completion of your project/activity, but no later than the last day of the academic school year.

GRANT FLOWCHART



Completed applications must be received by the second Monday of each month to be considered at the next regular meeting of the Foundation's Board. All applications must be complete and signed.

Questions may be emailed to: president@supportmvschools.org