



Bright Ideas Grant Proposal

Millbrook Educational Foundation

The Millbrook Educational Foundation (MEF) would like to announce that we are continuing to launch a call for "Bright Ideas" grant requests. If you think that a particular program or project could benefit from this unique funding opportunity, we invite you to submit a grant application.

Frequently Asked Questions

- **Does MEF fund field trips?** MEF will **NOT** fund transportation costs for field trips. We will, however consider admission costs if the field trip aligns with and enriches the curriculum. The Community Foundation of the Hudson Valley provides field trip grants and we encourage you to apply to them for transportation funds: <http://www.cfhvny.org>
- **Does MEF fund clubs as Bright Ideas grant requests?** MEF does not provide sustaining funds for existing clubs. Those clubs need to work with the District to apply for partnership funds. Start-up funds are available to launch new clubs not currently in the District budget, as long as a plan is in place to become self-sustaining. **(NOTE: existing clubs need to apply as part of a District Partnership grant.)**
- **How much money is included in a Bright Ideas grant?** Approximately \$10,000 in Bright Ideas funding will be awarded each grant cycle. A Bright Idea grant can be a simple proposal for limited funding or a collaborative proposal for a greater amount of funding. The specific amount requested will depend on the scope of the Bright Idea. Grant proposals should not exceed \$5,000, however. Any grant proposal exceeding \$5,000 must be submitted as a District partnership grant.
- **What are the time lines for applying and receiving grant funding?** Proposals for fall funding should be received by November 1. Proposals for spring funding should be received by March 1. Grant applications will be accepted after these deadlines, but funding and review may not happen until the next grant cycle.
- **What is important in a Bright Ideas Grant Proposal?** All Bright Ideas grant requests submitted to MEF will be considered with respect to impact, viability, affordability and overall excellence.

Should you have additional questions, please feel free to contact MEF via email:
millbrookeducation@gmail.com

Grant Proposal Guidelines

The Millbrook Educational Foundation favors grant requests that incorporate the following criteria:

- ❖ **Impact** - Does the project/program focus on a particular group of students and impact as many students as possible? What group and how many students comprise that group? What is the area of focus for the grant (e.g. Technology, Athletics, Arts, Core Curriculum, Enrichment, etc.) Is the program/project short or long term? Will students have direct involvement in the use of the program/project?
- ❖ **Viability** - Is this the right time for this program/project? Is the program/project well thought out and documented? Researched? Are the appropriate persons involved in the program/project? Will it be implemented in a timely manner?
- ❖ **Affordability** – Are sufficient funds available? Are alternative or supplemental funds available? If so, have they been explored? Are the benefits of the program/project sustainable? Are on-going maintenance funds required?
- ❖ **Overall Excellence** – What makes your proposal stand out from others? Does the request support and foster school-community partnerships? Does it engage multiple grade levels? Is it interdisciplinary? Is there a specific need in the school district for your request?

Selection Process - Deadlines

IMPORTANT DEADLINES

Proposals for the fall should be received by **November 1st**. Proposals for the spring should be received by **March 1st**. Applicants will be notified of a decision by **November 1st** for fall proposals and **March 31st** for spring proposals.

Proposals need signature approval by the Building Principal, District Superintendent & the BOE District Clerk. The process includes review and approval by those entities.

NOTE: Maximum Award Amounts- \$5,000 The average Bright Idea grant is \$1800. Grants greater than \$5000 will need to be considered as District Partnerships.

Responsibilities of Grant Recipients

- Use grant for intended purpose. Any unused fund will be returned to the Millbrook Educational Foundation.
- Prepare a final report for the Millbrook Educational Foundation.
- Describe how funds were actually spent to the Millbrook Educational Foundation.
- Upon completion of the program/project be able to describe to MEF how you think the program was successful. Supporting materials such as photos, reports, student work, etc., is encouraged.

Budget - Please provide the following supporting documentation as applicable.

- ✓ Itemized list of equipment to be purchased, including price quotes and descriptive material. Describe the need each will meet in your operation.
- ✓ Training or workshop literature, cost, duration, dates, proposed attendees and their qualifications.
- ✓ Program related requests should include program goals, budget, timeline, proposed participants and their qualifications.

Project Title/Grant Name:			
Date:			
Project Applicant:			
Title/District, Affiliation/School:			
Project Applicant Phone Number:			
Project Applicant email address:			
Amount Requested:			
Requesting Group:			
Purpose of Group:			
Number of Students Served:		Grade Level(s) Served:	
Project Start Date:		Project End Date:	
Building Principal:			
Superintendent:			
District Clerk (BOE):			
How many students will this project effect?		What is the timing of the project?	
What grade level(s) will benefit?		Has alternative or supplemental funding been explored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the area of focus for the grant (technology, arts, athletics etc)?		If Yes, please provide details	
Is the project long or short term?		Will you be able to fund the proposal if you receive partial funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will students have direct involvement in use of program/project?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

1. Are the benefits of the program sustainable? Please describe how the program/project will be funded and/or maintained in future years.

2. Please provide a narrative for the use of requested funds based on the four criteria outlined in the Grant Application Guidelines" section (approximately 250 words).