



Bright Ideas Grant Proposal

The Millbrook Educational Foundation (MEF) is delighted to continue 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. All Bright Ideas grant requests submitted to MEF will be considered with respect to impact, viability, affordability, and overall excellence.

Grant Cycles:

We operate on a rolling grant cycle with two key submission periods each school year. There is one cycle in the fall and another in the spring, ensuring opportunities for timely funding throughout the year. While we encourage applications during these periods, we understand that needs may arise outside of these cycles, and we will do our best to review out-of-cycle grant requests as well.

Application process:

- Complete this application.
- Include all budget information, including quotes.
- Obtain **approval signatures** from Principal, Superintendent, and District Clerk.
- Email to [MEF email](#)

Responsibilities for Applicant: (Please initial next to each item)

By submitting this application, you are agreeing to the following:

____ Use funds only for the intended purpose. Unused funds shall be returned to Millbrook Educational Foundation.

____ Provide documentation of budget (estimates/budgetary quotes).

____ Prepare a final report for MEF (to be submitted within 6 months of grant funding). **Failure to do this may result in disqualification from future grant applications.** The report should include the original budget documentation as well as the final expenditure report. Please also include photos, student work (if applicable), and an overall analysis. The overall analysis should summarize the Bright Ideas program/project and its wonderful results. We warmly welcome you to schedule time at an MEF meeting to share a presentation of the result with us!



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Applicant Information:

Name: _____

District Position: _____

Date: _____

Phone number: _____

Email: _____

Funding Request:

Grant Project Title: _____ Amount Requested: _____

Grant Cycle: _____

Project start/end dates: _____

Proposal Information:

Grade Level(s): _____

Number of Students Served: _____

List all supplemental or alternative funding (District funds, other grants, fundraisers, etc.)

What is the educational area of focus for this grant?

Is this a multi-year endeavor? _____

Will you be able to fund the proposal if you receive partial funding? _____

Will the students have direct involvement in the use/benefit of the program? _____



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District Approvals:

Proposals require these approval signatures in order to be considered for funding.

Building Principal: _____

Superintendent of Schools: _____

District Clerk: _____

Supporting Documentation:

Please attach the following to your application.

1. **Please answer the following in four (or more if necessary) paragraphs (Impact, Viability, Affordability, and Overall Excellence):**

❖ **Impact** - Does the project/program focus on a particular group of students and impact as many students as possible? Describe the student group and how many students comprise that group. What is the educational area(s) of focus for the grant (e.g. Technology, Athletics, Arts, Core Curriculum, Enrichment, etc.) How does this program align to the district's approved curriculum? How does it support the Strategic Mission and Vision of the District? Is the program/project short or long term? Will students have direct involvement in the use of the program/project? Describe how this program/project will impact the students.

❖ **Viability** - Is the program/project well thought out and documented? Is there research that supports this program or project? If so, please summarize the research with citations. Who will be responsible for the implementation of this project? Will it be implemented in a timely manner? How will the impact be measured, documented, and disseminated?

❖ **Affordability** – Describe all supplemental or alternative funding that you have explored (District funds, other grants, fundraisers, etc.) Are there recurring costs associated with the implementation of this project? Are ongoing maintenance funds required?

❖ **Overall Excellence** – What makes your proposal unique and innovative? 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?

2. **Are the benefits of the program fiscally sustainable? Please describe how the plan will be maintained in the future.**

Please attach all applicable documents:

- Itemized list of equipment to be purchased, including price quotes and descriptive material. Describe the needs each will meet in the implementation of your project.
- Training or workshop literature, cost, duration, dates, proposed attendees, and their qualifications.
- Applicable registration requirements for training or workshops.
- Program related requests should include program goals, budget, timeline, proposed participants, and their qualifications.
- Any other documentation that you feel may aid with MEF's evaluation and determination.

Frequently Asked Questions:

- **Who is eligible to apply for a Bright Ideas grant?**

The grant is open to teachers and administrators.

- **What types of projects or programs does MEF typically fund?**

While MEF has historically supported a variety of initiatives across education, the arts, sports, and student enrichment, we are now actively seeking **new and innovative ideas**. We encourage applicants to submit creative proposals that provide unique opportunities for learning, engagement, and community impact. MEF is particularly interested in projects that inspire students in fresh, exciting ways and push the boundaries of traditional education. If you have a "Bright Idea," we'd love to hear from you!

- **What criteria are used to evaluate grant applications?**

The Millbrook Education Foundation (MEF) evaluates all *Bright Ideas* grant applications based on the following key criteria:

- **Impact:** We assess the potential of the proposed project to create a meaningful and positive effect on students, educators, and the broader school community. Projects that reach a larger number of students or significantly enhance learning outcomes are typically prioritized.
- **Viability:** MEF considers the feasibility of the project, including the applicant's ability to successfully implement and manage the initiative. This includes the practicality of the timeline, resources required, and the overall likelihood of the project's success.
- **Affordability:** The project must demonstrate responsible use of funds, with a clear and detailed budget. We look for proposals that maximize the value of the grant while keeping costs reasonable and transparent.
- **Overall Excellence:** Applications are reviewed for their creativity, innovation, and the quality of planning. We seek projects that push the boundaries of traditional education and offer something unique to students and the community.

By focusing on these criteria, MEF ensures that the *Bright Ideas* grants are awarded to projects that are impactful, realistic, cost-effective, and forward-thinking.

- **What is the expected timeline for grant review and funding?**

Once a grant is submitted, the typical review and decision process takes approximately 4-6 weeks, depending on the complexity of the proposal and the volume of applications. The Millbrook Education Foundation meets 10 times a year, providing regular opportunities to discuss and evaluate submitted grant applications. If approved, applicants can expect to receive funding shortly after the decision is made. Grant applicants are always welcome to follow up directly with MEF for updates on their application's status. We encourage open communication and are happy to provide any further details or clarifications during the review process.

- **How much money is included in the Bright Ideas grant?** Up to \$12,500 (depending upon the success of MEF's recent fundraising) in total Bright Ideas funding is expected to be available during each grant cycle Fall and Spring. A Bright Ideas grant can be a simple proposal for limited funding or a collaborative proposal for a greater amount of funding. The scope of the Bright Idea. Grant proposals exceeding \$5000 may need a District Partnership.

Revised: September 2024 Adopted: