**Milton Foundation for Education**

**Competitive Grants Guidelines**

The Milton Foundation for Education (MFE) is a private, non-profit organization established in 1996. Its mission is to enhance the quality of education provided to students in the Milton Public Schools. The FME generates and distributes financial resources for enrichment programs that would not otherwise be available through the regular school budget.

THE COMPETITIVE GRANTS PROGRAM: This program is designed to encourage and reward innovative teaching. Qualified proposals must demonstrate a direct benefit to student and may involve an individual classroom, several classrooms and/or school-wide activities. Teachers and staff members in grades pre-kindergarten through twelve are eligible and may apply individually or in groups.

GUIDELINES AND PROCEDURES: All proposals must be completed electronically using the MFE Competitive Grant Application. Prior to submission, the applicants are responsible for having the application reviewed and approved by the applicable principal. Submissions are due by the application deadline. No late applications will be considered. The application must demonstrate creativity and/or innovation in education and clearly stat the objectives of the proposal. It must include a budget and sources for costs.

ELIGIBLE COSTS: The MFE is guided by respect for public education and a desire to facilitate the best learning opportunities by promoting innovative, creative teaching, and curriculum enhancements that would otherwise be impossible. We welcome school-initiated funding opportunities that help us achieve these goals. The most important factor in determining a proposal’s eligibility if funding is the quality of the idea. The application should clearly demonstrate that the requested materials and services are necessary to implement the proposed project.

INELIGIBLE COSTS INCLUDE BUT ARE NOT LIMITED TO:

1. indirect and/or overhead costs either to external organizations or the Milton Public Schools;
2. workshops, other forms of faculty or staff development, or workshops for parents;
3. transportation, travel expenses of any kind, including but not limited to meals, mileage allowances, and accommodations;
4. materials that are considered part of the schools’ infrastructure, such as textbooks, computers, printers, smart board, or furniture. (Supplementary equipment that is a necessary component for a strong proposal may be eligible); and
5. scholarships for individuals for any purpose.

MAXIMUM AMOUNT PER GRANT: Priority will be given to proposals asking for $1,000 or less, but requests for larger amounts will be considered especially where the benefit is to be shared among a larger group of students. The MFE attempts to achieve rough parity among the schools in awarding these grants. However, for a variety of reasons, including the number of proposals received from each school and the funds requested, this goal is not always achievable. The maximum amount per grant may also be affected by the total amount of money available during a given cycle.

REVIEW PROCESS: Representatives for the MFE Board of Directors and one teacher from each of the six Milton Public Schools sit on the Peer Review Committee. This committee is charged with reviewing the proposals according to the MFE’s guidelines for content and cost and then makes its recommendation to the MFE’s Board of Directors, which makes all final decisions regarding the grant awards.

ANTICIPTED NUMBER OF GRANTS AWARDED PER SCHOOL: There is no preset limit to the number of grants that can be awarded to a particular school. In the past, some schools have received a single larger grant while others have received several smaller grants.

DURATION OF GRANT: Funding will expire six months from notification of the grant award. Any grant funds not spent by that time will not be available unless a request to extend the grant duration is submitted in writing and the ME had granted said extension of time in writing.