

# 2017/2018 Montgomery Education Foundation Grants Request Instructions



## Mission Statement

Mission Statement The mission of the Montgomery Education Foundation (MEF) is to enrich the learning environment for all students at Montgomery High School.

IN THIS ISSUE

### **Montgomery Education Foundation GRANT REQUEST INSTRUCTIONS**

The Montgomery Education Foundation (MEF) was founded in 2004 by Viking parents, alumni, staff and community members to raise and provide funds for Montgomery High School (MHS) and its programs. Our mission is to enhance the learning environment for all students at MHS. MEF raises funds through direct donations, community fundraisers and our annual Crab Feed. Please help by:

1. Encouraging parent involvement and donations at Back-to-School night and throughout the year. Online donations at [MontyLink.com](http://MontyLink.com) or checks to MEF.
2. Enroll in eScrip (Select MHS-account funds shared by MEF and Boosters)
3. Come to the Crab Feed on January 27<sup>th</sup>, 2018 and bring your family and friends!

Montgomery Education Foundation  
1250 Hahman Drive  
Santa Rosa, CA 95405  
[info@mhsef.com](mailto:info@mhsef.com)

# 2017/2018 Montgomery Education Foundation Grants Request Instructions

## **How MEF distributes funds:**

Every year we estimate fundraising, budget operating expenses, and provide support for teacher appreciation events, Project Grad, and Senior Breakfast.

The remaining funds all go to MHS projects through grants (40+%), technology committee, spring supply funding, and special projects. The MEF 2015-16 Budget includes \$18,500 total for fall and spring grants.

If the Crab Feed or donations exceed budget, we allocate those funds to MHS projects!

## **How MEF determines which grant requests are funded:**

The MEF Grants Committee evaluates the applications on the following rubric. MEF grants should be the funding source of last resort. Please confirm that department funds, tech committee funds, etc. are not available prior to submitting application. MEF also encourages teachers to ask parents to donate for projects if they are able.

1. Enhanced Learning Process/Anticipated Impact (33%)
2. Number of Students Supported Directly or Indirectly (19%)
3. Period of Benefit to Students (14%)
4. Evaluation Plan in Place (14%)
5. Project Implementation Plan (10%)
6. Other Funding Sources Available (5%)
7. Number of Times MEF Funded in Past Years (5%)

## **Submitting a grant request form.**

Please fill out all information in the Word file MEF Grant Request Form and save with a suitable file name. Applications that are clear and provide appropriate description will facilitate the review process. Email your grant request to [carolca@sonic.net](mailto:carolca@sonic.net).

Grants committee will coordinate review of grants by department chairs and the Montgomery High School Principal or Vice Principal

## **Follow up:**

Upon project completion, please provide MEF a summary report on its success and/or effectiveness. Student testimonials are encouraged. Permission is hereby given for MEF to use these materials in its fund-raising activities.

Montgomery Education Foundation  
1250 Hahman Drive  
Santa Rosa, CA 95405  
[info@mhsef.com](mailto:info@mhsef.com)