

# MPSF Enrichment Grants Application 2024

Innovative teaching enriches students' learning but often comes with added costs. The Moore Public Schools Foundation is committed to helping YOU bring these valuable ideas to your classrooms. Through the MPSF Classroom Enrichment Grant, PK-12 teachers and certified staff in Moore Public Schools can apply for up to **\$1,000** in one of three categories:

**Resource:** Funding for new equipment, manipulatives, classroom technology, and educational materials.

**Program:** Support for special programs like guest speakers, student workshops, subscriptions, or other unique projects projects.

**Opportunity:** Assistance for educational field trips or experiences that offer hands-on learning and lasting memories.

Important Details:

- Applications are limited to one per teacher, with a maximum budget of \$1,000.
- Please only request the amount needed for the project to be successful. We do request an itemized budget and would like to see rationale for each item requested.
- Grants are available to individual teachers or teams within a single school.
- Funded physical resources remain the property of the school and must stay if the teacher relocates within the district.
- Teacher workshops and professional development are not eligible for funding.
- MPSF will not fund grants fulfilled through DonorsChoose.
- This grant is exclusively for Moore Public Schools staff.

## 2024 Classroom Enrichment Grant Policies and Procedures

*You must read and agree to the information below before completing and submitting your grant application.*

2024 Classroom Enrichment Grant Policies and Procedures

Before submitting your application, please review and agree to the following:

### Eligible Projects

All MPS teachers are eligible to apply. Other staff including but not limited to therapists, counselors, speech pathologists, media specialists, etc. are also encouraged to apply. Administrators should plan to apply for Enrichment Grants in the Spring 2025 cycle. If you have questions about eligibility, please reach out.

Projects should directly enhance student learning and enrichment. Currently, MPSF cannot fund teacher workshops or professional development. Additionally, projects that don't align with Moore Public Schools' best practices, including academic standards for your grade-level/subject area will not be considered.

**All applicants must receive approval from their principal for all items requested on the itemized budget.**

### Application Deadline

The application closes on September 16th at 8:29 AM. Late submissions and email applications will not be accepted. If you encounter any technical issues, please reach out for help by contacting Lizzy at [lizzy@mooreschoolsfoundation.org](mailto:lizzy@mooreschoolsfoundation.org) or call/text 918-202-4333.

### Saving Your Application

Be sure to save a copy of your grant application for your records, as copies may not be available after submission. We suggest drafting your grant in Word or Google Docs to make editing easier and ensure everything is in top shape before submission.

### Grant Announcements

Grant recipients will be announced by October 11th, 2024. The MPSF team will visit schools to celebrate with recipients, and your financial secretary will receive the funding check so you can get started right away.

### Grant Review Process

Grants are reviewed by volunteers from a range of industries. Since some reviewers may not have an education background, avoid jargon and explain any acronyms or standards you reference. Our reviewers

receive training to ensure they approach the process with fairness and impartiality.

### **Funding Distribution**

If your project is funded, the grant amount will be sent to your financial secretary, who will manage all purchases, vendor payments, and event scheduling. All funds should be used by the end of the 2024-2025 school year.

### **Purchasing with Grant Funds**

Work closely with your school's financial secretary when making purchases with your grant funds. Remember, MPSF doesn't cover local shipping costs or sales tax, so be sure to plan for these details. If alternative purchasing methods are needed, make sure they comply with your school's purchasing policy.

### **Ownership of Materials**

Any materials or programs funded by this grant must stay within the district. If you transfer to another school within Moore, you can bring those materials with you. However, if you leave the district, the items should remain at your current school or be submitted to a curriculum coordinator for district redistribution.

### **Final Report Requirement**

You'll need to submit a final report detailing the impact of the grant on your students, classroom, or curriculum, along with photos. These reports are vital in helping MPSF continue funding more projects like yours in the future. Upon receiving grant funds, we will provide you with the report template and timeline. Additionally, we request that you consider inviting a representative of MPSF to attend a lesson, session, etc featuring your funded project. Reports are not due until the end of the 2024-2025 School Year.

### **Policy Compliance**

Not following these guidelines or failing to submit the final report by the end of the school year could result in disqualification from future grant opportunities.

### **Need Help?**

We're offering an after-hours, come & go grant-writing workshop where you can come enjoy light refreshments, ask questions, talk with MPSF staff & board members, and enjoy some quiet time to write your grant. Date and time will be included in grant information emails. If you'd like personalized assistance on a date outside of the workshop, schedule a 20 minute one-on-one with Lizzy here: <https://calendly.com/lizzybozzy/grant-application-help>

### **Contact Information**

For questions, please email [lizzy@mooreschoolsfoundation.org](mailto:lizzy@mooreschoolsfoundation.org) or call 405-735-4237. You can also text/call 918-202-4333. Please try to limit contact to weekdays.

**Note:** MPSF may reach out to businesses or donors on your behalf to secure additional funding for your project. We'll keep you informed if this happens.

**I acknowledge that I have read the Grant Policies and Procedures. \***

Yes

**I have received approval from my principal and coordinator for all items requested on the itemized budget. \***

Yes

**Your principal's email address - they will receive a copy of your grant application \***



**Applicant name \***

First Name          Last Name

**Applicant email \***

Please use district email only

**Alternate or additional email (if applying as a team or department)**

example@example.com

**School \***

**Content Area(s) \***

- Art (Visual)
- Career/Technology Education (CTE)
- English/Language Arts (ELA) or Reading
- Math
- Science
- Social Studies
- Performing Arts
- Physical Education
- Special Education
- STEAM (Elementary) or STEM (Secondary)
- World Language
- Other

**Grade Level(s) \***

- Pre-K
- Kindergarten
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

10

11

12

Other

**If this application is only for the classroom of the teacher named above, select "individual". If this application is on behalf of a team of teachers (grade-level team, academic department, etc.) at the school named above select "other" and name the other teachers in the team or provide a short description of the team (i.e. Third Grade Team, Math Dept., etc.) \***

Individual

Other

**If multiple sites, please list here**

**Job Title \***

## **Project Overview**

Through these questions, we will learn more about your project! Please be informational while succinct.

**Project Title \***

Be Creative! This title goes on Grant Awards!

**How many students at your school will this grant directly impact this school year? \***

**Project Overview - Provide a brief, 3-5 sentence general description of this project. More details will be requested in following sections \***

## Project Budget

All MPSF Enrichment Grants have a maximum budget of \$1000. Many projects will fall well below the \$1000 limit, but we understand that some projects may exceed \$1000. If what you **need** for the success of this project exceeds \$1000, we encourage you to explore additional funding (i.e. a matching grant) that could take care of the cost beyond what this grant will cover. Possible sources of additional funding include local or district PTA, local business or civic organization, a private donation (student family, your family, yourself, etc), your principal's school activity account, and other sources. If you know that you have verified a source of additional funding, then your Itemized Budget below may exceed \$1000 to show the full cost of this project. If you do not have a verified a source for additional funding, then your Itemized Budget below must not exceed \$1000.

### **Total Amount Requested from MPSF \***

Exclude any additional funds secured from other sources

**Itemized Budget - Please make a comprehensive list of all items that will be purchased and all associated costs as part of your project (no estimates). Include names of all vendors where a purchase will be made. Please give us enough information to look up the item or product for ourselves. Include any relevant set-up/installation fees and shipping costs. Do not include sales taxes - you will be using a Purchase Order (PO) through your school & your school is tax exempt. \***

Because you will be using a PO, you may only use MPS Approved Vendors - if not approved, visit with your financial secretary (in plenty of time) about adding a new approved vendor. Any grant requesting funds for technology must first be approved by the MPS Technology Department (per district handbook). For opportunity grants, you must use MPS transportation. The current rate is \$22 per hour per driver\* (3 hour minimum) and the average school bus can hold 40 to 45 students (possible more with 1st grade or younger). \*if grant is awarded and rates change before implementation, please contact MPSF

**Does you have a verified source of additional funding \***

No, my project is under \$1000

No, but I am still looking

Yes

**Source of additional funding**

Required if your project is over \$1000

**Total Cost \***

Amount Requested from MPSF + any other Funds Secured

**Project Details**

**Project Details & Instructional Objectives - Provide clear, specific, and measurable goals showing strong potential for significant positive impact \***

What are you seeking to accomplish through this project? How will specific items within the itemized budget be utilized? What specific student learning targets or goals are you seeking to accomplish? Reference and describe Oklahoma Academic Standards or other relevant teaching standards. Please remember, our grant scorers often do not have backgrounds in education. Provide context.

**Statement of Need - Clearly identify a significant need within your student population, supported by strong evidence or data and why that need is supported by your project \***

Tell us about your students (i.e. backgrounds, demographics, ability levels). Why is this experience important for achieving your instructional objectives with these students? Are there any ways these students are underserved or underrepresented? Are there any challenges this project might help your students address?

**Implementation & Timeline - Provide a detailed and realistic plan with a well-defined timeline that is achievable and well-organized. \***

**Prospective Outcomes - Define realistic outcomes and indicators for success that are clearly linked to project objectives \***

What are measurables for the success of this project? If more qualitative than quantitative, how will you know this had a positive impact on learning? What do you hope your students gain from this project? What do you hope to report back to MPSF after you implement this project? How will you evaluate success?

**MPSF Mission - Explain how this aligns strongly with MPSF's mission to enhance, enrich, and expand students' educational experiences\***

**Additional Information**

This is completely open ended and not required. Please limit response to 10 sentences or less.

**There is no value, positive or negative, assigned to your answer to these questions. These are not shown to scorers. This is strictly for our information. Please select all that apply:**

- I am a first year teacher
- I am not a first year teacher but I am new to MPS
- I changed grade levels or content areas this year
- I teach at a Title I school



I have received a grant from MPSF in the past

I have never received a grant from MPSF

I have never applied for a grant from MPSF

I have previously applied for but have never received a grant from MPSF

Upon submission you will receive a copy of this application. MPSF will announce grant award recipients by October 11th, 2024. Thank you for submitting an application.

**Prospective Outcomes -Define realistic outcomes and indicators for success that are clearly linked to project objectives. \***

What are measurables for the success of this project? If more qualitative than quantitative, how will you know this had a positive impact on learning? What do you hope your students gain from this project? What do you hope to report back to MPSF after you implement this project? How will you evaluate success?