



## 2023 Enrichment Grant Information Packet

This packet includes the scoring criteria, a description of each grant type, and a preview of the application.

### Important Information

- The application for 2023 Enrichment Grants will open 8/15/2023 at 9am. The application will close on 9/15/2023 at 11:59pm. Application can be found at: <https://form.jotform.com/mpsfoundation/enrichmentgrant>
- This grant is **not** available to anyone outside of Moore Public Schools.
- There are a number of changes from prior years to our grant program
  - All grants, regardless of category, will be submitted via the same application form
  - All Enrichment Grants, regardless of category, have a maximum budget of \$1,000
  - We have changed the name of this funding opportunity from Teacher Grants to Enrichment Grants. This nominal change is intended to be more encompassing of all beneficiaries of this grant funding. The experiences of teachers, students, and our entire learning community are enriched by these funds. We hope to convey that in this name change.
  - We have changed the name of Experience Grants to Opportunity Grants. This is to elevate and broaden the definition of these grants.
  - We have changed the name of Material Grants to Resource Grants. Again, this is to broaden and elevate the meaning of this grant.
  - You have a **new** contact at Moore Public Schools Foundation. Lizzy Bozarth is the new Executive Director of MPSF as of April 2023. Her contact information is [lizzy@mooreschoolsfoundation.org](mailto:lizzy@mooreschoolsfoundation.org) and/or 405-735-4237. She is available to answer any questions you may have Monday - Friday from 8:30am-4:30pm.

### Grant Categories

- Resource - funds new equipment, manipulatives, classroom technology, and other educational materials. This will most likely be our most popular grant category.
- Program - funds special programs you would like to bring into your classroom or school. Guest speakers, subscriptions, student workshops or projects that require sustainability are all programs that will be considered under this funding format
- Opportunity - funds field trips and other learning experiences for hands-on learning and making memories. These grants must include considerations for using MPS Transportation in their budget.
- If you are unsure of the category, send Lizzy a quick email and she can help determine best fit.

### Grant Program Feedback

- We always welcome your feedback on how MPSF can better serve you. After this grant cycle has ended, you will be invited to participate in a feedback survey.

RUBRIC		SCORE
<b>OUTSTANDING</b>	Absolutely Phenomenal	<b>4</b>
<b>EXCELLENT</b>	Above Expectations	<b>3</b>
<b>GOOD</b>	Meets Expectations	<b>2</b>
<b>FAIR</b>	Below Expectations	<b>1</b>
<b>LACKING</b>	Incomplete; Not attempted	<b>0</b>



**2023 Enrichment Grant  
Scoring Criteria**

CRITERIA	4	3	2	1	0
<b>Alignment &amp; Goals</b>					
Clear alignment with the foundation's mission to "Enhance, Enrich, and Expand students' educational experience"					
Addresses a critical need or opportunity within the learning environment, or innovates teaching/learning in an exciting way					
Demonstrates potential positive impact on students					
Addresses the needs of an underserved or underrepresented population					
<b>Project Design &amp; Feasibility</b>					
Well-defined project goals, objectives, and outcomes					
Realistic and achievable timeline & milestones					
Clear description of project activities and implementation plan					
Encourages student collaboration & engagement					
<b>Budget &amp; Resource Management</b>					
Comprehensive budget that aligns with project scope					
Budget is well-justified considering project scale					
Clear explanation of how grant funds will be used and their impact					
<b>Measurable Outcomes and Evaluation</b>					
Strategy for sharing project outcomes & lessons learned					

## **2023 Enrichment Grant Policies and Procedures**

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

### **I understand that there are certain projects that will not be considered for funding.**

Any projects that would not be considered as best practices by the standards of the Moore Public Schools District will not be considered.

Additionally, projects must contribute to student learning and enrichment. Unfortunately, at this time, we are unable to provide funding for Teacher Workshops or Teacher Development.

### **I am aware that the 2023 Enrichment Grant applications close on September 15th at 11:59 pm.**

On September 15th at 11:59pm the application closes and you will no longer be able to make changes to your application. Late submissions will not be accepted so be sure if you have any technical issues, you get with us on a weekday before the deadline. We will not accept applications via email.

### **I understand that it may not be possible to provide me with a copy of my grant following submission, so I have saved my grant in a safe place for future reference.**

We recommend that you begin your grant in Word, Google Docs, or something similar, to take advantage of things like Spell Check. This also provides you the opportunity to review /reuse pieces of your grant in the future.

## **I understand that the 2023 Enrichment Grants will be announced by October 18th, 2023.**

If funded, members of the Moore Public Schools Foundation will arrive at your school to congratulate you on your 2023 funded grant by October 18, 2021. At this time, your financial secretary will receive a check for the funded amount and you can use your funds immediately.

## **I understand that volunteer scorers that do not necessarily have a background in education will be reading my grant.**

Our grant readers represent a diverse variety of industries and backgrounds. They may not have a background in education so be sure if you use acronyms or educational terminology, you explain what they mean. MPSF is committed to training our volunteer scorers to be fair, ethical, thorough, and unbiased in their scoring.

## **I understand that if I am awarded a grant, my funding will be given to my school financial secretary.**

If your grant is selected for funding your financial secretary will receive the amount funded, a copy of your grant, and any additional information. At that point, you will need to provide whatever documentation your financial secretary requires to complete a purchase order, pay vendors, or schedule events. It is the duty of the financial secretary, and the principal to execute the grant. The funds are distributed in October so that your project may be complete by the end of the 2023-2024 school year.

## **I understand that I will need to pay for my grant resources using a PO from my school.**

The process in every school may look a little different, but start with the financial secretary of your school. They will have documentation of receipt of your funding and you can then ask them the details of what documentation is required to make purchases with your grant monies. Don't forget that MPSF will not cover local shipping (you will need to arrange pick-up) or tax since you should be making purchases through your school, which has a tax-exempt status.

## **I understand that my materials and programs must stay at the school that is awarded the grant.**

Materials and programs that are funded through this grant cycle must stay at the approved school.

## **I understand that I must complete a final report for MPSF.**

Upon receiving notification that you have been awarded an MPSF grant, you will receive the details for filing your final report. You will be required to complete a form reflecting the impact of these grant monies on your students, classroom, and/or curriculum, as well as pictures of the materials, programs, or experiences in use. Please keep in mind that great pictures, testimonials, and reporting help us receive more funding. Be creative! Any pictures sent to MPSF must have approval of parent/guardians to be shared for marketing purposes by MPSF.

**I understand that failure to adhere to these policies and procedures may result in disqualification from this grant and from consideration in the future.**

Not following the policies listed herein will disqualify me for consideration for funding this year. Additionally, failure to complete the final report as stated above *before* the end of the 2018-2019 school year will disqualify me from MPSF grant funding during the following year's cycle.

**If I have questions, I know that I can contact MPSF.**

Please feel free to let us know of any questions or concerns you have. Reach us by email at [lizzy@mooreschoolsfoundation.org](mailto:lizzy@mooreschoolsfoundation.org) or by phone at 405-735-4237. This is the PRIMARY form of communication and we are happy to answer your questions and help you through the process. I'm also aware that failure to contact MPSF before the weekend that the grant is due, may result in not getting help before the grant submission deadline.

# GRANT PREVIEW ONLY - APPLICATIONS MUST BE SUBMITTED VIA ONLINE FORM.

## MPSF Enrichment Grants 2023-2024

Innovative teaching is important, but it can be expensive. The Moore Public Schools Foundation is proud to support teachers in various innovative ways to help enrich the learning for their students. Through the MPSF Enrichment Grant, any PK-12 teacher within Moore Public Schools can apply for up to \$1000 to spend in one of 3 categories:

**Resource:** Resource grants fund new equipment, manipulatives, classroom technology, and other educational materials. All grade levels and subject areas are welcome to apply.

**Program:** A Program grant is for special programs that teachers or groups of teachers would like to bring into their classroom or school. Guest Speakers, subscriptions, student workshops or projects that require sustainability are all programs that will be considered under this funding format. All grade levels and subject areas are welcome to apply.

**Opportunity:** It is important for students to get out in the world and have educational experiences that are hands on and fun while making memories that will last a lifetime. All grade levels and subject areas are welcome to apply.

*At this time we are unable to fund teacher workshops and professional development opportunities. Applications are limited to one per teacher. This grant is **not** available to **anyone** outside of the Moore Public School District.*

All Enrichment Grants can be applied for by an individual or team of teachers within a single school. **All grants have a maximum budget of \$1,000.**

*All physical resources funded through this grant become the property of the current school and must remain at this site even if the teacher moves to another school within MPS.*

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Note: MPSF is committed to funding as many projects as possible. MPSF may reach out to corporations, private donors, businesses, or other funding sources on your behalf if there is an opportunity for direct funding. For example: OEC is a great supporter of the foundation and is interested in funding STEAM projects. In the past, they have committed to directly funding grants through MPSF. You will be made aware if this is happening with your grant.

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

Yes

**Applicant name \***

First Name                  Last Name

**Applicant email \***

example@example.com

**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

**Grade Level(s) \***

Pre-K



- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

**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

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

## Project Overview

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

**Project Title \***

**Project Category \***

Resource (Materials, Curriculum, Technology, Tangible Resources, etc.)

Opportunity (Experiences, field trips, etc.)

Program (Subscriptions, programming, guest speakers, etc.)

**Description of Request - Provide a general description of this project and any related resources being requested. An itemized list & budget will be requested in the next section. \***

**Instructional objectives - What are you seeking to accomplish through this project? What specific student learning targets or goals are you seeking to accomplish? Reference Oklahoma Academic Standards or other relevant teaching standards. \***

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**Statement of Need - Tell us about your students (i.e. backgrounds, demographics, ability levels). Why is this experience important for achieving your instructional objectives with these students? \***

**Instructional Activities - What are you seeking to accomplish through this project? What specific student learning targets or goals are you seeking to accomplish? Reference Oklahoma Academic Standards or other relevant teaching standards. \***

**Evaluation of Experience - 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? \***

**Implementation-** Describe your strategy and timeline of events related to implementing this project: Planning, obtaining resources, and any other activities related to this project. When will you submit a final report to MPSF with project results? Estimates are sufficient, but specifics are helpful. \*

**Sustainability -** Please describe what, if any, resources funded through this project will be able to be used in future school years. \*

**Mission -** If funded, how will this project further MPSF's mission to "Enhance, Enrich, and Expand students' educational experience"? \*

Feel free to be creative with this answer. Please limit response to no more than 4 sentences. Be aware that these answers may be what we use in marketing materials for future grant funding.

## 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.

**Itemized Budget - Please make a comprehensive list of all items that will be purchased and all associated costs as part of your project (actual price, NOT estimates or rounded to a whole dollar). Include names of all vendors where a purchase will be made. Also, 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). If using MPS transportation, the current rate is \$16-per hour-per driver (3 hour minimum) PLUS \$1 per mile for fuel; the average school bus can hold 40 to 45 students (possible more with 1st grade or younger)

**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 \$750

**Total Cost \***

Add up all costs from itemized budget and place the total here (please do not round to the nearest whole dollar). If you have a verified source of additional funding, this total may exceed \$1000. If you do not have a verified source of additional funding, this my not exceed \$750

**Total Amount Requested from MPSF \***

**There is no value, positive or negative, assigned to your answer to these questions. 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

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

### **Additional Information**

This is completely open ended and not required. Please limit response to 5 sentences or less.

Upon submission you will receive a copy of this application. MPSF will announce grant award recipients in mid to late October. Thank you for submitting an application.