



Mahtomedi Area Educational Foundation

GRANT APPLICATION INFORMATION

2023-2024

The purpose of a Mahtomedi Area Educational Foundation grant is to inspire staff to provide Mahtomedi students with exceptional learning experiences that ignite curiosity and foster innovation.

MAEF provides grants to licensed Mahtomedi Public Schools employees in three categories:

1. **Hansen Inspired Teacher Grants** are available to licensed staff wishing to pursue professional development enrichment opportunities that do not lead to a degree. Applications for a Hansen Grant may also include the cost of materials and resources necessary to bring the learning to fruition within the classroom. Hansen Grants are available thanks to a generous donation from MAEF board member Jim Hansen, a former teacher and School Board Chair at Mahtomedi Public Schools.
2. **MAEF Grants** are available to licensed staff to pay for materials that will enrich classroom educational opportunities. MAEF Grants are available because of generous donations from community members.
3. **Oliver's Fund Grants** are available to licensed staff to pay for programs that support students in the following areas: increasing mental wellness, creating a sense of community and belonging, and/or raising awareness of the important issues of depression and suicide. Oliver's Fund grants are available because of generous donations from the friends and family of Oliver Zlonis and community members who share their passion for mental wellness.

A single application is used regardless of whether you are applying for a Hansen Inspired Teacher Grant, a MAEF Grant, or an Oliver's Fund Grant.

Spring 2024 Grant Cycle:

Friday, February 23 - Monday, April 22, 2024 @ 10:00 pm

***Award letters will be sent in May 2024.**



Mahtomedi Area Educational Foundation

GRANT APPLICATION INFORMATION

2023-2024

Basic Criteria:

1. Applicant must be a *licensed* Mahtomedi Public Schools employee.
2. Proposal must align with the Foundation's mission: *MAEF supports and enhances Mahtomedi Public Schools to engage, challenge and inspire all students from birth to graduation.*
3. Proposal should be in line with District initiatives.
4. Proposal should supplement and enhance classroom instructional experiences or school-recognized, curricular-based student clubs. Proposals for an Oliver's Fund grant may support activities that focus on community education and provide families with resources and support outside of the regular school instruction day.
5. Proposal should not replace what is, or should be, provided by Mahtomedi Public Schools.
6. Generally, a proposal should be fully implemented within one year.

Rating Criteria:

1. Proposal supports the District's strategic plan (see attachment #1).
2. Proposal has a broad impact (classroom level or greater).
3. Proposal states at least two specific, measurable goals.
4. Proposal outlines a concrete implementation plan.
5. Proposal identifies a timeline for implementing the planned activities.
6. Proposal demonstrates plan of collaboration.
7. Generally, a proposal should demonstrate creativity, originality, sustainability, or fulfill a unique need.

Application Steps:

1. Reference the application questions on page four of this document to prepare for your submission.
2. Review your request with your building principal and, in the case of technology request, a technology department staff member (you will need to certify you have done so).
3. **Submit your grant application using the electronic [MAEF Grant Application Form](#).**

FAQs

1. Who can apply for a Grant?

- Licensed Mahtomedi Public Schools employees
- Applicants may apply individually or as a team (as a grade, discipline, etc.)
- Prior applicants are welcome
- Applicants may submit more than one application.

2. Is there a monetary limit?

While there is no monetary limit, the impact will be analyzed relative to the investment made. Funding comes from various sources and overall funds vary from year to year. Generally speaking, requests under \$5,000 are more likely to receive funding.

A. Permitted Expenses:

- Materials and supplies to implement the proposal
- Training, workshop, conference, or experience costs and fees, etc. (may include travel, meals and lodging)
- Guest speaker, performer, presenter, etc.

B. Expenses NOT Permitted:

- Generally, materials, supplies, or recurring program costs that are funded by Mahtomedi Public Schools
- Reimbursement for unpaid time spent at trainings, workshops, or conferences
- Substitute teacher fees for time of training, workshop, or conference
- Coursework toward degree completion

This document is intended to be used as a reference.



Mahtomedi Area Educational Foundation

GRANT APPLICATION INFORMATION

2023-2024

3. How do I apply?

Complete the grant application using the electronic [MAEF Grant Application Form](#) - fully and concisely answer all application questions, comply with all signature/approval requirements, and submit the application by the deadline.

4. How are grants selected?

The MAEF Grants Committee is composed of MAEF Trustees and community members. The Committee reviews all applications and makes recommendations for funding to the MAEF Board of Trustees. Applicant names are removed from materials before the Committee reviews them.

In this process, the Committee weighs numerous factors including:

- Whether the proposal supports MAEF's mission and aligns with the District strategic plan
- Whether the proposal has specific, measurable goals and a concrete implementation plan
- Number of students impacted (classroom level or greater is preferred)
- Whether the proposal can and will be shared beyond the initial audience
- Whether the proposal shows creativity, originality, sustainability, or fulfills a unique need
- Whether the proposal will be implemented within one year

Funding Priorities:

- Classroom tools, kits, or curriculum aids/enhancements
- Supplies or funding for sanctioned student-led clubs with a staff adviser
- Professional development/conferences/guest speakers/travel
- Innovative, operational classroom equipment, specialized furnishings

5. Things to remember:

- Applicants are expected to review their applications with their building principal in a meaningful and timely fashion and confirm that MAEF funding will *not* replace existing school or district funding, and that funding is *not* available through the current school budget.
- Remember your audience in writing your grant - define all acronyms and other industry terms. Grant Committee members are not licensed teachers.
- Include working links to pictures of items you are requesting.
- Include working links to conferences/seminars/classes you are asking to attend.
- It is your responsibility to provide detailed and accurate information. MAEF will not reimburse expenses that are not requested (hotel taxes, for example).
- Grant funds must be used to pursue the approved request; any changes must be approved by MAEF prior to purchasing any new/different item(s).
- Individuals receiving funds from MAEF must provide a written summary and evaluation of the grant (a form will be provided) at the end of the year. Failure to comply will impact future funding opportunities.
- Grant recipients may be asked to poll/survey students regarding the grant.
- Grant funds must be spent within 12 months of the award date. Any balance remaining after that date will be returned to MAEF for future grant cycles and will no longer be available to the recipient.
- Grants will not be awarded for progress toward degree completion.

This document is intended to be used as a reference.



Mahtomedi Area Educational Foundation

GRANT APPLICATION INFORMATION

2023-2024

Application Pre-worksheet

Use this worksheet to gather your information before completing the [MAEF Grant Application Form](#).

GRANT APPLICANT AND APPROVALS

- A. Name and title of primary applicant/contact person
 - a. Phone number and email address of primary applicant
- B. Name(s) and title(s) of other applicants
- C. Name of principal with whom you reviewed this request *in-person* and who approved it
- D. Date you reviewed this request with your principal
- E. Technology requests also require an *in-person* meeting with a technology department staff person. List the technology department staff person with whom you met

GRANT PROPOSAL (please summarize your grant in 500 words or less, to include the following):

- A. Overview of the grant request (be descriptive, avoid using acronyms, include dates/location of any travel, and relevant links to conferences or items requested)
- B. How will this grant specifically support Mahtomedi Public School's strategic plan? (attachment #1)
- C. Target population (include grade level, number of students and location they will be served)
- D. Rationale for request (identify need and how grant will meet that need; address how technology supports curriculum)
- E. Goals and measurement (list at least two measurable goals and how you will measure success; outcomes desired)
- F. Implementation (describe specific activities and timeline for implementation)
- G. Collaboration (how will you share your project and lessons learned with others)



Mahtomedi Area Educational Foundation

GRANT APPLICATION INFORMATION

2023-2024

Application Pre-worksheet

Use this worksheet to gather your information before completing the [MAEF Grant Application Form](#).

GRANT BUDGET

Item 1 Description _____ Item 1 Cost \$ _____

Item 2 Description _____ Item 2 Cost \$ _____

Item 3 Description _____ Item 3 Cost \$ _____

Item 4 Description _____ Item 4 Cost \$ _____

Item 5 Description _____ Item 5 Cost \$ _____

If you are applying for a grant involving travel, please list each item separately.

Transportation

Airfare Description _____ Airfare Cost \$ _____

Ground Transportation Description (if flying) _____ Ground Transport Cost \$ _____

Number of Miles Roundtrip _____ x \$.625/mile = Total Mileage Cost \$ _____

Meals (*When meals are provided by a conference or vendor, they must be utilized. Please research this before applying. Alcohol is never reimbursed.)

Number of Breakfasts _____ x \$15/breakfast = Total Breakfast Cost \$ _____

Number of Lunches _____ x \$20/lunch = Total Lunch Cost \$ _____

Number of Dinners _____ x \$30/dinner = Total Dinner Cost \$ _____

Meal Subtotal \$ _____

Lodging (Please include tax and fees. Your efforts to reduce costs increase opportunities to fund more grants.)

Number of nights _____ x Cost/night (incl. taxes & fees) \$ _____ = Total Lodging Cost \$ _____

MATCHING FUNDS

Peer coaches and administrators may be aware of other funding sources. Please explore this in your meeting with the building principal.

Funding Source(s) – Amount and Source _____

GRANT TOTAL AMOUNT REQUEST

Total funds requested from MAEF (total budget minus total matching funds): _____

APPLY NOW: [MAEF GRANT APPLICATION FORM](#)

This document is intended to be used as a reference.



Mahtomedi Area Educational Foundation

GRANT APPLICATION INFORMATION

2023-2024

Attachment #1

Mahtomedi Public Schools Strategic Plan

Belief Statements

We believe that...

- everyone needs to give and receive love.
- integrity is critical to trusting relationships.
- success does not demand perfection.
- joy must be a part of the human experience.
- diversity strengthens community and individuals.
- all people deserve compassion and unconditional acceptance.
- change is necessary for growth.
- all voices deserve to be honored.
- each person has immeasurable worth.
- each person has the desire and capacity to learn and grow.
- everyone has the right to be and feel safe.
- hope motivates people to persist.

Mission

The mission of the Mahtomedi School District, the diverse Zephyr community setting the standard for academic and personal excellence, is to ensure that each student is equipped with a world-class education to lead and thrive in a dynamic world, pursue their passions, and impact their community through learning environments distinguished by:

- a foundation of rigorous academics and real-world skills;
- a community where each person is valued, respected, seen, and heard;
- innovative instructional practices and exceptional learning opportunities;
- a commitment to personal growth and celebrating the success that comes in many forms;
- curiosity, engagement, and joy.

Parameters

- We will make all decisions based on the best interest of the student.
- We will honor the worth and dignity of each person.
- We will ensure that the allocation of resources is equitable.
- We will practice participatory decision making.
- We will not compromise excellence.
- We will be responsible stewards of all of our resources.

Objectives

- All students are equipped with robust academic knowledge and skills to reach their highest levels of personal achievement.
- All students demonstrate bold learner agency to drive their future.
- All students are kind, compassionate, and inclusive members of the Zephyr community.
- All students discover and pursue their interests.
- All students use their unique strengths and interests to serve others with intention and action.

Strategies

- We will build learner agency through exceptional learning experiences.
- We will create an inclusive and equitable educational system that values diversity and honors individuality.
- We will ensure the social and emotional well-being of students and staff with an emphasis on mental wellness.
- We will foster trust and partnership amongst all staff, students, families, and community members.
- We will define, cultivate, and celebrate excellence in the many ways it is embodied in our diverse Zephyr community.

This document is intended to be used as a reference.