



## GRANT GUIDELINES

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### **FOUNDATION MISSION**

The Mamaroneck Schools Foundation was established in 1996 as a not-for-profit philanthropic organization.

The mission of the Mamaroneck Schools Foundation is to enhance the quality of public education in Larchmont and Mamaroneck by engaging the support and energy of educators, citizens, community groups, parents, students and alumni to raise funds for the awarding of grants that will:

- Strengthen and enrich the curriculum by serving as a catalyst for the development and promotion of innovative and meaningful programs
- Support additional training for faculty members and enhance the educational resources available to them
- Provide financial assistance for special school facilities and equipment

The Foundation is a fully independent organization and is not a part of the Mamaroneck Union Free School District, the School Board or the Administration of any school

### **FOUNDATION OBJECTIVES**

The Foundation has defined five objectives to guide its work. They are as follows:

- Provide supplemental funds to ensure the excellence of the District's education programs;
- Serve as an organization which will encourage innovative programs;
- Encourage involvement of parents and other local citizens in the community in preserving and improving the quality of education;
- Generate a spirit of enthusiasm and support for the schools and the District;
- Provide a vehicle to facilitate tax-deductible contributions for the benefit of the schools and the District.

## **FOUNDATION GRANTS**

### **1. ELIGIBILITY TO APPLY**

The Mamaroneck Schools Foundation accepts grant applications from individuals and organizations interested in enhancing the quality of public education in Larchmont and Mamaroneck including:

- Students
- Parent Groups
- Faculty
- The Administration
- Board of Education
- Larchmont/Mamaroneck Community At Large

All grant applications **MUST HAVE** at least one district employee included as a grant applicant.

### **2. FUNDING PRIORITIES**

The Mamaroneck Schools Foundation provides funding in the following grant areas:

- Technology
- Professional Development
- Enrichment - scholastic, arts and sports
- School Facilities
- Curriculum Development
- Staff Support
- Educational Materials

The Mamaroneck Schools Foundation does not fund the grant areas listed below:

- Items that are within the scope of the regular operating funds of the Mamaroneck School District
- Refreshments

The Mamaroneck Schools Foundation may give preference to grant applications which have one or more of the following characteristics:

- Involve more than one school
- Are collaborative initiatives
- Serve a significant number of students and/or teachers
- Provide matching funds

### **3. FUNDS AVAILABLE**

The amount of funds available for grants varies from year to year. Individual grants typically range in size from a minimum of \$1,500 up to \$50,000. Awards are made in the spring of an academic year with expected use of the funds by June of the following academic year. Should an extension past June be desired, approval from the Foundation must be obtained by May 15<sup>th</sup> of the current academic year.

#### 4. APPLICATION PROCESS

All grant requests will be reviewed by the Grants Selection Committee, a panel consisting of members of the past and present Board of Directors of the Foundation. The Committee will consist of individuals who have knowledge of the schools in the District. Should the committee need special expertise (i.e. technology experts, special educators, etc.) it will consult with all necessary persons so that the most informed decision can be made.

The Mamaroneck Schools Foundation will accept grant requests from September to early December each year. Subsequent to the submission of proposals, the Grants Selection Committee may ask for written clarification, or modification, of the applications or for a meeting with the applicant.

The Grants Selection Committee may choose to fund specific components of a grant request and not the entire grant. It may also choose to fund less, or more money for a particular grant than initially requested. It is understood that such awards are intended to be applied to programs beginning the following school year.

In February the Grants Selection Committee will present its recommendation of which proposals to fund and in what amounts to the Foundation's Board of Directors for its approval. In compliance with state law these grants decisions will be presented to the School Board for authorization. The announcement of awards will be made in March, and the distribution of funds will be made according to the needs of each grantee.

Grant recipients will be required to sign a Grant Agreement, which includes a budget and Grant Objectives and Deliverables. Failure to comply with agreed upon Objectives and Deliverables will result in a forfeiture of the Grant. Grant recipients will also be required to submit two follow-up reports on the progress of their programs over the following year.

#### 5. GRANT APPLICATION

Organizations and individuals seeking a grant must submit an application and proposal for review. The name and signature of a second applicant is mandatory. Grant applications are available at [www.mamaroneckschoolsfoundation.org](http://www.mamaroneckschoolsfoundation.org) or contact the Foundation office at 914 689-9079 or via email at [msfoundation@mamkschools.org](mailto:msfoundation@mamkschools.org).

**GRANT APPLICATION DEADLINE -  
WEDNESDAY, DECEMBER 2, 2009**

**Applications must be submitted by email in either Word or Excel format only.**