



To: Principals, Teachers and Staff, Moline School District #40
Re: Moline Public Schools Foundation Grant Submission Information – 2019
Date: January 3, 2019
From: Lanty McGuire , Superintendent of Schools
Jayne O'Brien, Moline Public Schools Foundation Executive Director
Kelly Giovanine, Moline Public Schools Foundation Allocations Chair

Grant Forms

Attached, please find the Moline Public Schools Foundation's Grant Application form for funding to be awarded for the 2019 - 2020 school year. Application forms and any supporting documentation must be submitted electronically to MPSFGrants@gmail.com **no later than 4:30 pm on Friday, March 22, 2019.**

Grant forms may also be accessed on the District website, www.molineschools.org, and Foundation website, www.molinepsf.org.

Grant Amounts

Grants are generally awarded for requests in the \$250 to \$2,000 range for single-year allocation. However, on occasion the Foundation will consider grants for more significant amounts and multi-year commitments.

Grant Application Assistance

Any questions regarding the grant process or completion of the grant application may be directed to MPSFGrants@gmail.com. Please allow 2 business days for a response. PLEASE NOTE this is a new email address. If you've submitted requests in previous years, be careful that an old address doesn't auto-populate.

Target Schools

The Foundation will continue its tradition to assign target schools each year on a rotating basis to ensure all schools have an equal opportunity to receive grant funding. Designated target schools will receive at least 50% of available funds awarded for the year. The elementary schools rotate through on a four-year rotation, while each middle school alternates with the high school on a four-year rotation. Please note that all grants considered must be complete and submitted on a timely basis and only grants that meet the Foundation's granting criteria (see below) will be awarded.

The target schools for the 2019 - 2020 school year are: **Wilson, Willard, Washington, and Roosevelt.**

Grant Criteria

In an effort to assist teachers in determining a project and to provide guidance in completing the grant application, the Allocations Committee offers the following information:

Overview: The Allocations Committee will focus on the key factors detailed below. Grant requests need not achieve all criteria though applications that are especially strong in more than one area are of particular interest to the Committee. Please keep in mind that all grant applications must be complete for the committee to properly evaluate them.

Key Factors:

- Perceived effectiveness of the grant. One way this can be achieved is by including information as to how the idea has been implemented in the past, either in Moline or in other schools/districts, or by providing information learned by from attending seminars, etc. that discussed or promoted the idea.
- Number of students served by the grant
- Cost per student
- Innovativeness of the idea
- Providing detailed financial information, including
 - A detailed budget. For example if purchasing books, what books or specific categories of books
 - If technology; documentation that Ed Tech has been contacted to verify that the technology will work with the District's technology systems and that the District supports such a purchase
 - Documentation that any quotes are based on District pricing, if applicable, as this can save significant dollars
 - Whether it's feasible to accept partial funding. This is important as some projects will not work with partial funding, while others will.
- Whether the public acknowledgement will be effective in reaching our target audience. Our goal is for past and potential supporters of the Foundation to see that funds are spent effectively.