



Newport-Mesa Schools Foundation  
2016-2017  
**Grants to Teachers Application  
Rules and Regulations**

Read carefully; Mistakes can drastically affect  
the score of your application

PLEASE NOTE: Applications with Technology requests (hardware and software). The Foundation recommends that you check with the NMUSD's IT/ET department to make sure the technology you are requesting funds for is supported by the district. For more information and questions, please contact NMUSD IT/ET department's - Jenith Mishne [jmishne@nmusd.us](mailto:jmishne@nmusd.us) or Asim Babovic [ababovic@nmusd.us](mailto:ababovic@nmusd.us).

**Due October 7th, 2016 at 5:00 p.m. Sharp!  
NMSF Office Room 121 at BESST Center  
Back of Rea Elementary on Meyer Street**

## NEWPORT-MESA SCHOOLS FOUNDATION

# Grants to Teachers

**What is the 'Grants to Teachers' program?**



The **Newport-Mesa Schools Foundation** provides funds to certificated teachers in the Newport Mesa Unified School District to purchase or produce materials for programs and projects that are creative, innovative and responsive to student needs. **Funds are presented directly to the teacher for implementation during the current school year.** The N-MSF is the only District-wide Foundation to award teacher grants to all schools. To date, the Newport-Mesa Schools Foundation has donated well over \$6,000,000.

**Who may apply?**



This program is open to **ALL CERTIFICATED TEACHERS** in the Newport Mesa Unified School District. The grant application is included in this package and is the only acceptable format. **Also found on [newportmesaschoolsfoundation.com](http://newportmesaschoolsfoundation.com). , NMFT Website and Newport Mesa Unified School District (website)**

**How are grant recipients determined?**



**Grant Readers' Committees composed of over 65 community members** representing the educational, business, civic and nonprofit sectors of our community, read, critique and score each application without knowledge of the applicant or the school. N-MSF board members **do not** score grants. Decisions are based on the following criteria:

- **Concise, well-defined objectives, and costs**
- **Expanded and/or interdisciplinary experiences in any subject area**
- **Adherence to all proposal requirements**
- **Correctly totaled budgetary items**

**How many grants may be funded per teacher?**



**Teachers may submit only one grant**

**What categories are available?**



The Foundation offers **nine categories for Grant Writing:**

1. Humanities (Arts/Music)
2. Special Programs (Career Ed./Health Ed./Physical Ed./Library Science) Pre-School
3. Language Arts (Reading/Writing/Phonics)
4. Science/Mathematics
5. Technology (please indicate subject)
6. Social Studies (Geography/History/Economics)
7. Special Education including Psychologist, Speech Therapist
8. Multi-ethnic
9. Environmental Project

**How many grants can I apply for?**



One \$\$ funding level is offered **for individual** teachers.

Up to \$1,000 - one certificated **applicant** per application - No school teams  
A teacher may apply for **only one** grant

*What are the procedures for submitting a grant proposal?*



### Do...

1. **Spell out all acronyms .**
2. Complete the attached application with 12 point font (or larger) adhering specifically to this **revised 2016/2017** format and spacing provided.
3. **Check your proposal for correct grammar and spelling!!**
4. Make **eight copies** of your proposal on **three-holed** paper.
5. Staple **each** individual copy of the grant proposal.
6. **Double check Budget Information sheet for accuracy!!**
7. Submit your applications to the Newport-Mesa Schools Foundation directly or through the District mail. If using District mail, please date the envelope and **allow 5 days for delivery** to...
8. Make certain your principal is aware of your grant proposal.

Newport-Mesa Schools Foundation  
2045 Meyer Place, Costa Mesa, CA 92627  
Room 121 at the BESST Center near Rea Elementary Campus  
Phone: (949) 631-3293

### Don't...

*What factors would cause a proposal to receive a low score?*



- Submit any proposal in a format different from the one provided
- Change any spacing provided for descriptions in the application
- Use 11 point or smaller fonts
- **Handwrite your application**
- Submit application with school names in body of grant
- Calculate incorrect budget totals
- **Duplicate proposals with different authorship**
- **Submit proposals that require hiring personnel**
- Submit an application via internet or fax
- Attach extra material to the proposal

### If your grant is funded...

*Are there specific requirements upon receiving my grant award?*



- Implement the programs/projects as soon as possible.
- **Submit purchase receipts** to the Newport-Mesa Schools Foundation as soon as possible and **no later than May 12th, 2017**. Failure to submit receipts will result in disqualification from the next year's grants program.
- Submit a summary of the grant program/project implementation to the Newport-Mesa Schools Foundation **no later than May 12, 2017**.

*What are the regulations concerning ownership of grant materials?*



- Recipient's grant materials remain with the grantee until his/her retirement, resignation, etc. and then will remain at the last school where the recipient taught.
- Materials/equipment for grants will remain at the school site.

*Are additional applications available?*



Applications are also available on line from the web sites [www.nmft.net](http://www.nmft.net), [www.newportmesaschoolsfoundation.com](http://www.newportmesaschoolsfoundation.com), and [www.nmusd.us](http://www.nmusd.us).

*What is the deadline for submitting?*



**The DEADLINE is 5:00 P.M.,  
Friday, October 7th, 2016**



**This section will be removed before the application is read and scored.**

**Application categories**

**Check one** category, then **check** the most appropriate discipline within that category

- Humanities**       Art       Music
- Special Programs**     Career Ed.     Health Ed.     Physical Ed.     Library Science
- Language Arts**       Reading       Writing       Phonics
- Science or Math**
- Technology** (indicate subjects) \_\_\_\_\_
- Social Studies**       History       Geography     Economics
- Special Education**    Psychologist    Speech Therapist    Other \_\_\_\_\_
- Multi-ethnic**
- Environmental Projects**

**Funding amount requested:** \_\_\_\_\_

up to \$1,000

**Describe your program/grant in 25 words or less:**

(This part will be used for publication and in the Banquet program)

**Return eight (8) paper copies of this signed four-page application on or before  
5:00 p.m., Friday, October 7<sup>th</sup>, 2016**

2045 Meyer Place, Costa Mesa, CA 92627  
Room 121 if BESST Center near Rea Elementary School Campus  
Phone: (949) 631-3293

**School:** \_\_\_\_\_ **Grant Title:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Typed Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_



**Proposal Description**



**Part A:**

What is your plan and how will it be implemented? (Describe what will be purchased)

**Part B:**

Write what your educational objective is:

**Part C:**

List two ways students will benefit from this grant.

1.

2.

How will you evaluate your grant's effectiveness as related to the objectives mentioned above?



