



Foundation for Madison's Public Schools

## **School Endowment Fund Grant Applications for 2018-2019**

September, 2018

Our School Endowment Fund generates investment income on an annual basis. The income is available to fund grants for creative and innovative projects and programs. We have established an Endowment Fund Grants Committee that will review all grant proposals. The deadline for submitting grant applications is **Wednesday, October 3, 2018**. Grants will be awarded in mid-November and can be implemented right away. Grant awards should be used by June 30, 2019.

The amount of endowment income available is **\$4,522**. Our endowment continues to grow, thanks in large part to the generosity of so many families and staff members. Thank you!

The endowment investment income can be used to help fund several small projects, or one larger one. The grants must be awarded for creative and innovative projects which are not funded within the core school budget. **Please note that all school endowment grants must align with our School Improvement Plan, and technology-related grants must align with the MMSD Technology Plan. All funds awarded should be used by June 30, 2019.**

Applications are available online on our website.

We have attached some frequently asked questions. Any teacher or staff member is encouraged to apply for a grant.

## School Endowment Fund Grants Frequently Asked Questions

**Q. What is the School Endowment Fund?**

A. Our school community raised money for our endowment and the first \$5,000 raised was matched by the Foundation for Madison's Public Schools (FMPS), making the establishment of the endowment possible. Investment income from our Endowment is available annually to fund grants for creative and innovative projects.

**Q. Who can apply for a grant?**

A. Teachers and staff.

**Q. What types of projects can be considered for a grant?**

A. Any creative and innovative project which is not currently funded through the core school budget. School Endowment Grants are listed on the FMPS web site at <https://fmeps.org/school-endowment-grants/>. **Please note that all school endowment grants must align with our School Improvement Plan, and technology-related grants must align with the MMSD Technology Plan. All funds awarded should be used by June 30, 2019.**

**Q. When are grant requests due?**

A. **October 3, 2018.** Please submit completed applications to Matt Hendrickson, Principal.

**Q. How much money is available for grants?**

A. \$4,522 is available, which can be used for one or more grants.

**Q. Who reviews and approves the grant requests?**

A. Endowment Grants Committee

**Q. When will grants be approved? When will grant money be available for approved requests?**

A. The Grant Committee will decide on grant requests by **October 23** and can be implemented right away. Grant awards should be used by June 30, 2019.

**Q. Is there a grant application form?**

A. Forms are available on our website.

**Q. Who can answer questions about the grant process?**

A. Feel free to contact any member of the Grant Committee or Donna Faulkner at the Foundation for Madison's Public Schools at [dfaulkner@fmeps.org](mailto:dfaulkner@fmeps.org) or 608-237-7720.

[www.fmeps.org](http://www.fmeps.org)



## School Endowment Grant Application

The Grants Committee will review all grant proposals and make selections for the purposes of funding creative and innovative projects which are not currently funded through the core school budget.

**Please note that school endowment grants must align with our School Improvement Plan, and technology-related grants must align with the MMSD Technology Plan. All funds awarded should be used by June 30, 2019.**

### **Grant is Submitted by:**

Name(s) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **Project Leader:**

Name(s) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **Title and Description of the Project:**

Please describe and provide project overview, focusing on creative and innovative aspects:

**Budget (Please provide a specific budget):**

Total request: \_\_\_\_\_

Total cost of the project: \_\_\_\_\_

Specific use of the funds: \_\_\_\_\_

\_\_\_\_\_  
Sources and amounts of additional  
funding: \_\_\_\_\_

\_\_\_\_\_  
Will you use this grant to leverage additional funding? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide details \_\_\_\_\_

**Participants:**

Who will participate in this project? Please consider faculty, staff, students, community partners and others.

**Model:**

Is this program a model from another school or could it be used as a model for other schools in the district? Please explain.

**Evaluation:**

The Foundation for Madison’s Public Schools will ask each grantee to complete a brief evaluation no later than June 30, 2019.

**For Grant Committee Use**

Committee Approval: \_\_\_\_\_  
Yes No Amount

***\*\*Deliver completed applications to  
Matt Hendrickson’s mailbox\*\****

## School Endowment Fund Grant Criteria

### Background

Thanks to the generosity and fundraising efforts of many, our school has established an endowment through the Foundation for Madison's Public Schools. Our Endowment generates investment income that is available on an annual basis to fund grants that support creative and innovative projects that are not currently funded through the core school budget.

### Process

Grant applications will be made available to teachers and staff in September each year. The Endowment Grants Committee will review and award grants by **October 23**.

**Please note that school endowment grants must align with our School Improvement Plan, and technology-related grants must align with the MMSD Technology Plan. All funds awarded should be used by June 30, 2019.**

### Grant Criteria

The following criteria may be used by School Endowment Grants Committees when considering individual grant applications. This list of criteria is a guide. Please keep in mind that all proposals must be in support of creative and innovative programs and projects which are not currently funded through the core school budget and may not otherwise be possible.

- Impact on students and student achievement
- Overall feasibility of the proposal
- Alternative funding sources available
- Long-term viability of the proposal
- Level of school need
- Innovation and creativity

When voting to award grants, the committee may want to consider the following guidelines:

- Work to consensus.
- Committee members who have submitted grants may not vote on the grant they submitted.
- Omit the applicant names on grants presented.
- Applications will be shared with the committee prior to meeting to award the grants.
- The Grant Committee reserves the right to roll funds over to the following year if none of the proposed grants meet minimum grant criteria
- The attached rubric may be used to evaluate each grant.

Please visit [www.fmpps.org](http://www.fmpps.org) for more information.



## Evaluation Rubric

The following rubric will be used by our Endowment Grant Committee to evaluate each grant application.

<b>Criteria</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Impact on Students</b>	The proposal will impact an entire grade level or an entire group of students with special needs.	The proposal will impact a group of students school-wide	The proposal will impact a small group of students.
<b>Overall Feasibility</b>	The proposal appears feasible on all levels.	The proposal seems generally feasible, but may depend on other supports.	The proposal has serious roadblocks to overall feasibility.
<b>Alternative Funding Sources</b>	Absent grant support, this proposal is not likely to be funded.	Some level of matching funds will be provided.	There are other funding sources generally available to fund this proposal.
<b>Long-Term Viability</b>	The proposal results in a permanent addition to school programs and/or supporting materials.	The proposal serves the school for a period of one school year.	The proposal is for a program of short duration.
<b>Level of School Need</b>	The proposal provides students with access to services/materials that otherwise would not be available.	The proposal adds to services/materials already in place.	The proposal duplicates services/materials already in place.
<b>Innovation and Creativity</b>	The proposal provides an idea or concept that is new to the school or a group of students.	The proposal utilizes existing methods or materials in an innovative or creative manner.	The proposal does not provide new or creative ideas, but uses practices already in place.

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