



2011-2012 Classroom Enrichment Grant Guidelines

The Education Foundation of Martin County strives to provide extraordinary opportunities for the students and educators in Martin County's public schools. Our Classroom Enrichment Grant Program offers individual teachers, groups of teachers/teaching teams, and school administrators the opportunity to apply for funding to enrich their classroom learning environments.

Submission Deadline: Friday, September 9, 2011*

Award Announcements: October/November 2011**

*Applications must be received on or before the submission deadline. No extensions will be granted.

**Award announcements will be made in October/November for planning purposes. Grant checks will be delivered upon receipt of state matching dollars.

- Completed application (Part A and Part B) must be typed and not exceed four (4) pages in total..
- Applications (Part A and Part B) must be saved as one document using **YourLastNameFirstNameCEG1112** (i.e., RhodesLisaCEG1112) and remitted via email to Grants@EducationFoundationMC.org. No hard copy applications will be accepted. If you are submitting more than one grant, please assign each grant a number beginning with one and save as **YourLastNameFirstName#CEG 1112** (i.e., RhodesLisa2CEG1112).
- If you have questions or need additional information, please contact Lisa Rhodes at 219-1200 ext. 30417 or via email at Grants@EducationFoundationMC.org.

Eligibility Requirements:

Grant applications are available to all teachers, grades K to 12, and are available through email or hard copy. Award recipients must spend funding by January 31 or immediately return it to the Foundation. All awarded projects must be executed throughout the 2011-2012 school year. If a recipient is reassigned or leaves the county, preventing the implementation of the awarded grant, all monies must be immediately returned to the Education Foundation.

Grant Range:

Individual teachers may apply for **up to \$500** per classroom grant request. Teachers may apply for more than one grant providing each request is for a different project or program.

Groups of teachers or school administrators may apply for **up to \$1500** per grant request as long as the request benefits the entire school, an entire grade level or a large segment of the student population. Again, groups of teachers or administrators may apply for more than one grant given that each request is for a different project or program.

Focus Area:

The enrichment grant must fit into one of the categories listed below. All teachers are eligible to receive funding regardless of their student population or the subject of their class. Please call if you have any questions regarding the eligibility of your proposal.

- Science
- Technology
- Engineering
- Arts
- Math

Non-allowable expenditures:

Focus should be on non-consumable items where applicable. Non-allowable expenditures include capital improvements, support of interscholastic athletics, refreshments, decorative items, awards for outstanding service, entertainment of dignitaries, stipends, and financial compensation.

Grant recipients will be required to do the following:

- Spend all funds by January 31, 2012 or immediately return the funding to the Foundation
- Implement project during the 2011-2012 school year
- Complete requested evaluation form following the implementation of the grant project – due by June 10, 2012
- Notify Lisa Rhodes at least two weeks prior to the implementation of your project or your culminating activity.
- Take photographs during the implementation of the grant for display by foundation and create a display board featuring award-winning project. Boards will be displayed at *An Evening of Excellence / Bids for Kids* event taking place March 24, 2012.
- Submit a brief TLC letter to the Stuart News at <http://www.tcpalm.com/forms/tlclatters/>
- Stamp all purchased materials with the provided "Made possible by the EFMC" stamp or label all items with similar recognition
- Recognize the EFMC in all related media releases, news coverage, classroom and/or school newsletters

Failure to do any of the above may result in forfeiture of future grant opportunities.