



Complete each section of this page and use it as the cover sheet for your application, which should include all of the items described below. Proposals must be received by **October 19, 2007**, and may be mailed to MFEE, 22 Valley Road, Montclair, NJ 07042, or delivered by hand to the MFEE mailbox at the MPS Central Office. Additional copies of this application may be downloaded from the MFEE website at www.mfee.org.

I. APPLICANT INFORMATION			
Name		School	
Phone		Cell	
Additional Applicants			
II. PROJECT INFORMATION			
Project Title			
Dates/Duration		Amount of Grant Request	\$
III. PROPOSAL NARRATIVE (ATTACH SEPARATELY)			
<p>Your narrative may be one to four pages and must include the following:</p> <ol style="list-style-type: none"> 1. Short summary of the project (1–3 sentences). 2. Detailed description of the project, including: <ol style="list-style-type: none"> a. The need for your project. b. How project relates to the mission of MFEE, to the Board of Education goals, and/or your school (building) priorities. c. What population in the school(s) will benefit from the project? (Include approximate number of students.) d. How will you measure the impact of your project? 			
IV. PROJECT BUDGET (ATTACH SEPARATELY)			
<ol style="list-style-type: none"> 1. List specific projected expenses (examples include specific supplies, book titles, equipment, software applications, speakers, travel, training, etc.). 2. List any other sources of income supporting the project. 			

PRINCIPAL'S ACKNOWLEDGEMENT		<i>Please ask your school's principal to complete this section.</i>	
1. Is this a priority area for your school at this time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. How high is the priority	<input type="checkbox"/> 1 (high)	<input type="checkbox"/> 2 (med)	<input type="checkbox"/> 3 (low)
2. How feasible will it be to implement this project/grant this year?	<input type="checkbox"/> 1 (high)	<input type="checkbox"/> 2 (med)	<input type="checkbox"/> 3 (low)
4. Additional comments:			
Principal's Signature		Date	



The Montclair Fund for Educational Excellence (MFEE) is a nonprofit local education fund that recognizes and promotes educational excellence and student well being in the Montclair Public Schools. MFEE accepts applications once a year for its Discretionary Grants program to fund projects proposed by MPS faculty and staff for classroom projects, curriculum innovation, and projects that promote academic achievement and student well-being.

Who Is Eligible	Grants may be awarded to teachers, teacher teams, administrators, other school staff, and parent organizations. Funding may be requested for partnerships with appropriate outside organizations, but the applicant must be within the school system.
Criteria	Proposals will be evaluated both on the quality of the application and the extent to which the project supports current Montclair Board of Education goals.
Funding	Discretionary grants may be funded in amounts up to \$1,000, depending on the scope of the proposal. Applicants should request a specific amount and provide a budget which explains how grant money would be spent, and how any additional funds required would be raised. Projects must be implemented within one year of receipt of the grant. Applicants will be notified about the status of their applications in December.
Limitations	Grants will generally not be awarded for the following: <ul style="list-style-type: none">• Class trips or school-wide assemblies.• Snacks or food to be served during the project.• Substitute teachers.• Teacher stipends to enable participation in the project unless the program requires a significant time commitment outside of normal school hours.
Additional Guidelines	<ul style="list-style-type: none">• Requests for technology-related items should be justified within the scope of your overall proposal. Please consult the District Technology Plan and your building Technology Coordinator for guidance on proposed purchases.• Applicants are encouraged to consult their school “building” objectives in substantiating the rationale for the proposed project.• Each grant recipient will be asked to sign a commitment letter in which MFEE and the grantee agree upon project goals, and to submit an MFEE Project Evaluation Form upon completion of the project.
Questions?	Contact Lois Whipple, MFEE Executive Director, at 973-509-4021 or info@mfee.org .