



MIDDLETOWN EDUCATION COLLABORATIVE
Grant Application

Applicant's Name: _____ **School** _____

Grade: _____ Grade/Subject Taught: _____

Phone #: _____ Cell: _____ Email: _____

Grant Title: _____

Amount Requested: _____ Grant Cycle: _____ Fall/Spring

Has this application been pre-approved by the Middletown School Dept – Central Office? Please attach copy of your Intent/Pre-approval Application and a copy of the MPSRI's pre-approval letter. (see Grant Guidelines #2)

Summary of Program/Request:(or submit an attached typewritten page) _____

_____Continue on back if necessary. Please include, as attachments, any further information that may be helpful to the Grant Review Process (i.e. pamphlets, programs, website links, etc).

Cost Breakdown: (see Grant Guidelines #6) _____

_____Continue on back if necessary.

Is partial funding available from PTG or another source: yes/no
If yes, how much will the other sources contribute: _____

Principal/Administrator Signature (required): _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Application Deadline: March 1, 2012.

Please mail to: MEC, PO Box 4975, Middletown, RI 02842.

Please contact: Info@mecmec.org with any questions.



MIDDLETOWN EDUCATION COLLABORATIVE

Grant Guidelines

The goal of the Middletown Education Collaborative (MEC) Grants Program is to fund programs that affect the greatest population of Middletown public school students through programs such as artists-in-residence, enriching field trips, performances, and real-time experiences with a focus on art, culture, and scientific & mathematical inquiry.

To achieve that goal each Grant Application must meet the following criteria:

1. **Applications for programs should detail as many of following criteria as are applicable:**
 - a. School(s) served by the program;
 - b. Grade(s) served by the program;
 - c. Quality and innovativeness of program/event;
 - d. Program's link to, and impact on, the curriculum;
 - e. Detailed educational component associated with the program/event that directly impacts students within the Middletown School system;
 - f. **Must be as detailed as possible** i.e. book titles, software programs, specific supplies required, etc.;
 - g. Need for the program.
2. Applications must include:
 - a. "Point of Contact", usually the person applying for the grant;
 - b. A detailed breakdown of all costs, i.e. cost of books, bus transportation, ticket price, # of students, software cost, hardware cost, etc.
 - c. **Pre-approval letter** from the Middletown School Department's Central Office, pursuant to Middletown School Department policy.
 - d. **Approval and signature of the applicant's principal or supervising administrator.**
3. Applications may not include requests for: general school supplies; Capstone Project funding; teacher education/training; teacher salary; or funding for coaches.
4. Applications must be completed in full. Incomplete applications will not be accepted.
5. Applicants must be 18 years of age. Middletown students wishing to submit an application must have a teacher sign and submit the application as a co-applicant/sponsor of the application.
6. Applications must be submitted to MEC **by March 1, 2012** to be considered for the current Grant Cycle.

All Grant Recipients are required to participate in the MEC Grant Showcase and Annual Meeting in May 2012. The Middletown Education Collaborative holds its Grant Showcase each spring in order to display and celebrate the accomplishments of teachers and students made possible through grant monies awarded by MEC. This event is open to the public. If you receive a grant, MEC will notify you of the date and time of the showcase. If you are unable to participate in the current Grant Showcase, you are required to participate the following year.

Pursuant to Middletown Public School Department policy, all purchases of the Approved Grant materials/programs must be made through the school department. Applicants must submit a Budget Request to the Business Office for these materials. MEC will then reimburse the Middletown School Department for all approved expenditures.