



## 2023-24 Academic Year

# Mini-Grant Application

## FOR MILFORD PUBLIC SCHOOL DISTRICT TEACHERS

The Milford Education Foundation (*MEF* or *the Foundation*) is a 501(c)(3) organization that fosters a love of learning by engaging our children with programs that focus on excellence, innovation, and creativity. The majority of the Foundation's fundraising dollars are reinvested by awarding mini-grants to visionary educators who present the youth in our community with learning opportunities that build critical skills through innovative programming. **As with previous years, we are seeking projects that will focus on areas of strategic interest to the Foundation and the Milford Public Schools while enhancing the opportunity to scale the grant awards across other classrooms over time.**

### APPLICATION PROCESS

Applicants must apply online or submit copies of the completed application form, together with any supporting documentation, to the Foundation by **Sunday, March 24, 2024**. Review of applications will occur in a timely manner after deadline and selected projects will be reviewed by MPS administration for final approval. Successful applicants will be notified on or before April 7, 2024. Grant requests shall not exceed **\$1,000** and must be expended within a reasonable period of time (not to exceed 18 months), or the remainder of the grant will be returned to the Foundation. Awarded projects may be suspended at any time if the applicant fails to comply with the criteria included within this application document. MEF may request a follow-up discussion with or additional information from the applicant.

Requests may be made for consideration of materials and/or other resources in addition to those already provided by the Milford Public School District. The Foundation recognizes that many innovative ideas incorporate personal technology devices, such as tablets, that have become increasingly available within the District. Please check with your school's media supervisor before seeking mini-grant funds for technology items. Mini Grants should not be used as a basis to request such equipment. Additionally, projects that seek funding for professional development, classroom furnishings and transportation are generally discouraged. **All materials and assets purchased through the Mini-Grant process will become BOE property and do not become personal items of the applicant.**

### PRICING AND PROCUREMENT

All applications must follow all MBOE rules and procedures regarding ordering, reimbursement and cash handling. Awards will be administered and distributed through the Office of the Assistant Superintendent for Milford Public Schools, which will also handle procurement. **The Foundation strongly urges applicants to contact MPS Purchasing in order to obtain accurate pricing of proposed materials from approved vendors prior to submission.** Additionally, the District requires extended care plans on certain technology purchases, a cost that must be budgeted in your proposal. Please allow ample time for pricing quotes in advance of the application deadline.

**Purchasing Contacts:**            **Terri Deveny** [tdeveny@milforded.org](mailto:tdeveny@milforded.org)  
   **Scott Cleary** [scleary@milforded.org](mailto:scleary@milforded.org)



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### TEACHER MINI-GRANT CRITERIA

The funds awarded by the Foundation will be targeted at projects that will:

- Relate directly to student learning and growth
- Strengthen the curriculum through the development of innovative programs
- Enhance the educational resources available to students

While the Foundation welcomes innovative ideas from all disciplines, we would like **50% of the awarded grants to align with specific subject matter interests** as follows:

- **Social & Emotional Learning:** e.g., mindfulness, emotional intelligence, impact of arts with social learning, community improvement, dealing with divisiveness
- **Creativity and the Arts:** e.g., encouraging innovation, learning from outside experts
- **Interdisciplinary Learning:** e.g., connecting common themes/concepts across subject matters
- **Science/Technology:** e.g., increasing hands-on experiences, interaction with outside professionals, furthering programmatic logic and exploring robotics engineering and artificial intelligence
- **Math:** e.g., using innovative reinforcement tools, promoting real-world contextualization

In addition to mapping out the pilot program recommendation, applicants are asked:

- How will success be measured?
- How scalable is it to expand to other classrooms — i.e., the feasibility and practicalities of expanding beyond the pilot phase?

**The Foundation may request that all grant awardees attend a breakfast in their honor where they will present information about their completed mini-grant to other educators, Foundation sponsors and supporters, and members of the community.**



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### SUBMISSION

#### ONLINE

We strongly encourage online submissions. This method is the easiest for us to track and process. You can find the application at:

[www.milfordedfoundation.org/minigrants](http://www.milfordedfoundation.org/minigrants)

#### BY UPLOAD/EMAIL

Completed scanned applications may be uploaded through the link above. Alternatively, they can be emailed to: [grants@milfordedfoundation.org](mailto:grants@milfordedfoundation.org)

### FOR MORE INFORMATION

**Augie Harrigan**

[aharrigan@milfordedfoundation.org](mailto:aharrigan@milfordedfoundation.org)

**David Volain**

[dvolain@milfordedfoundation.org](mailto:dvolain@milfordedfoundation.org)

### HOW CAN YOU PARTICIPATE IN THE MILFORD EDUCATION FOUNDATION?

**1. We need your support and enthusiasm!** Volunteers are always needed for our many large educational events in Milford. And simply being an advocate for MEF and its mission with your Milford neighbors helps our fundraising and program involvement.

**2. We welcome your ideas on projects or programs you feel would enhance education in Milford!** We have the ability to make large ideas a reality with our network of committed volunteers. If your idea mirrors our mission, will have an impact on a large number of students, and fits into our development plan...we will take a serious look at it.

**3. Donate!** Contributions from families, individuals, foundations, and corporations are a vital source of income for the Foundation. Even a small donation can have a large impact because we prioritize programs with a high student-to-funding ratio.

All other correspondence may be mailed to:

Milford Education Foundation  
107 Oronoque Road, Milford, CT 06461  
[info@milfordedfoundation.org](mailto:info@milfordedfoundation.org)



## 2023-24 Teacher Mini-Grant Application

The Foundation will endeavor to review applications on a name-/school-blind basis, i.e., the applicant's name and school will not be disclosed to the Foundation's Grant Selection Committee members during the review process.

### Applicant Information

Applicant Name(s)	
Preferred Phone Number(s)	
Preferred Email Address(es)	
Subject Area and/or Grades Taught	
Applicant School(s)	

By signing below, the applicant(s) hereby (a) agrees to complete a brief post-project evaluation for the Foundation, (b) grants to the Foundation the right to use this application and the results of this project, if funded, for public information and to help other educators, and (c) understands that grant awards are subject to the rules and conditions of the Foundation.

Applicant Signature		Date	
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## 2023-24 Teacher Mini-Grant Application

### Project Information

<b>Project/Program Title</b>	
<b>Overview</b> Briefly explain your project/program	
<b>Objectives</b> State specifically what your project/program will accomplish	
<b>Plan of Action</b> Explain how you would conduct your project/program	
<b>Timeline</b> Provide the timing of events for the project/program	



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<b>Implementation</b> If your project/program must be conducted during a specific time period during the Academic Year, please indicate which weeks or months	
<b>Project Reach</b> Approximately how many schools, grades and/or subjects will be affected by this project/program? Include the projected number of students involved	
<b>Rationale</b> Do you think there is a specific need for this project/program?	
<b>Selection Criteria</b> Given the Foundation's criteria, explain why you think your project/program should be selected	
<b>Support of Curriculum</b> How does this project/program enhance and synthesize the current curriculum?	



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<p><b>Measuring Success</b> Describe how and when you intend to evaluate the project/program. (Evaluation methods can be as simple as teacher observation of student attitude and behavior before and after the project, test results or measurement of skills attained as a result of the project, or surveys of student’s perceptions of the project/program)</p>	
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<p><b>Scalability</b> Describe what would be needed to expand this idea throughout your school and/or the Milford Public School District</p>	
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### Funding Information

<p><b>Amount of Grant Request</b> Up to \$1,000</p>	
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<p><b>Total Estimated Cost of Project</b> If exceeds amount requested, please explain how additional funding needs will be met.</p>	
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<p><b>Budget</b></p>	<p>On a <b>separate sheet</b>, please provide a budget or other itemized details of the cost of items for the project/program and all the sources that you intend to use to meet these costs. (The grant should not be used as financial compensation for time spent on grant preparation and/or time to administer the grant.) <b>Applicant is strongly urged to consult MPS Purchasing to ensure accurate pricing. See instructions for more details.</b></p>
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