



2020 Mini Grant Guidelines

**APPLICATION DEADLINE:
September 16, 2020 @ 4:30pm**

Due to an overwhelming response to the Employee Giving Campaign, MFEF has initiated an immediate round of mini grants. The grants will be **up to \$250.00 each** and will be awarded in early October. To apply for a mini grant, complete the Cover Page and the short application. Funds can be used for **immediate** project support OR supplies for your classroom, department, or campus and must be spent by December 1, 2020. Requests for PPE will not be awarded. Attendance at a grant workshop session is waived for this round of mini grants. It is our desire to invest back into you and the students you serve as quickly as possible.

Persons Eligible to Apply for Grants:

Individuals or teams employed by Marble Falls ISD who are involved in the instruction of students or related support services benefiting students. All departments, campuses, and auxiliary staff can apply.

Selection Process:

1. Application forms may be obtained online through the MFEF web page (<https://marblefallsef.org/teacher-grants/>).
2. Applications must be reviewed and signed by the principal to ensure congruence with campus programs and goals.
3. Signed applications are due to the MFEF office by 4:30pm Wednesday, September 16, 2020.
4. Applications will be reviewed and evaluated anonymously by the Grant Application Review Committee consisting of MFEF Board members, community leaders, and parents.
5. If recommended for approval, the application is presented to the MFEF Board of Directors in summary form for review and formal approval.
6. Applicants will be notified of decisions by October 2, 2020.

Responsibilities of Grant Recipients:

- Use the funds awarded by December 1, 2020 for the purposes intended and provide a grant report at the end of the year to the Education Foundation.
- Follow MFISD Business Office purchasing instructions received with award notification. Must use approved MFISD vendors.



2020 MINI GRANT APPLICATION COVER SHEET
(Maximum amount awarded \$250)

Applicant's Name(s): _____

Campus / Department: _____

Grade Level or Position: _____

Phone Number(s): _____

E-mail Address(es): _____

Signature of Applicant(s): _____ Date: _____

_____ Date: _____

Signature of Principal/Director: _____ Date: _____

IMPORTANT!! Do not submit via campus mail. All applications must be submitted by Wednesday, September 16, 2020, at 4:30 p.m. Please submit via email with signatures or deliver an original with signatures to MFEF Office, MFISD Administration Building, 1800 Colt Circle, Marble Falls, TX 78654.

Recipients will be notified by October 2, 2020. Instructions for purchasing will be included with award notification. Applicants awarded a MFEF mini grant will be asked to share information with MFEF staff upon completion of the project. Funds must be spent by December 1, 2020. Requests for PPE will not be awarded.

Questions? foundation@mfisd.txed.net or 830-798-3580.

For Use by MFEF Staff Only:

Funded: Y N Amount: _____



2020 MINI GRANT APPLICATION

(Do NOT use the name of your campus. Only the Cover Page should include the campus or department name.)

Mini Grant Name: _____

Description: Describe your Mini Grant in fifty words or less.

Objectives: Briefly state what you expect to accomplish with the Mini Grant.

Implementation Timeline _____

Total Cost: _____

Amount Requested from MFEF: _____

(not to exceed \$250.00)

Supplies	Vendor	Quantity	Cost per Unit	Shipping Cost	Total Cost
Contracted Services/Other	Vendor	Quantity	Cost per Unit	Shipping Cost	Total Cost
Grand Total					

Vendor(s) must be on the district's approved vendor list.

If asking for a portion of the total cost, explain how the remaining amount will be funded:

Photos or website links are appreciated if available. Please email photos or web links to foundation@mfisd.txed.net with your mini-grant name in the subject line.