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**Grant Application**

Please provide the following information:

To navigate the form, use the arrow keys or the mouse. Using tab will not work because this form uses tables. When the form is completed, print the form off to collect signatures.

Name(s):

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E-mail:

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Address:

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| --- |
|  |

Daytime Phone ()  Evening Phone ()

School:

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Position:

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 Project Title:

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Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Request (dollar amount only):

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| $ |

Please indicate if you currently participate in the MTEF Payroll Deduction Plan:

(Yes or No only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this your first grant application to MTEF?

(Yes or No only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Information *Please answer all questions directly within this document. Additional material can be attached as appendices to this application and can be referenced within your answers.*

Project Description:

What will you do? How will you do it?

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Project Goal:

Why do you want to do this project?

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Explain who will benefit and how?

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How many students will this benefit? (number only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Relationship to the Mission Statement of the Manheim Township Educational Foundation, which is to provide resources to educators, administrators, and school-related groups for educational programs, preferably innovative, that benefit Manheim Township School District students*:*

How is the project new to the Manheim Township School District or your school? To your knowledge, has this project been done in other districts? If so, where, and with what success?

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How does this project link to the Manheim Township School District’s Comprehensive Plan?

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How will it enhance the curriculum and/or school environment?

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Project Legacy:

What will be a lasting effect from this project?

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Do you have plans to continue it after the grant period?

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Is this program transferable to other schools? Please explain.

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Project Effectiveness:

How will you determine whether or not the project was successful?

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What are the specific measures you will use?

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Please provide a general timeline for project activities.

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Spending Plan:

Itemize your project spending plan.

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Are you soliciting funding from any other sources? Please explain if the School or PTO will also provide support for this program. Also explain any individual fundraising efforts for this program/project.

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**Signatures**

All applications must be signed off on by the following:

* Principal of the school in which the grant will take place
* Director of Technology if the application involves technology
* Plant Manager if project requires facilities changes/construction
* Director of Curriculum and Instruction
* Superintendent

Please collect comments and signatures from the appropriate parties before submitting the application to MTEF.

**Principal**

Principal Comments: please explain how this project will benefit students and support the curriculum.

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Principal Date

**Director of Technology**

If this grant proposal involves technol­ogy-related equipment or software, you must have Dan Lyons, Director of Technology Services, sign this application to confirm that none of what is being requested is already available in the district, and that its specifications are compatible with the existing technology infrastructure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Director of Technology Services **Date**

**Plant Manager**

If this grant proposal involves facility or building changes, you must have Tom Koch, Plant Manager, sign this application to confirm that the budget is reasonable, and if applicable, zoning/permitting are considered.

Plant Manager Comments:

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Plant Manager Date

**Director of Curriculum and Instruction**

Director of Curriculum and Instruction Comments: please explain how this project will benefit students and support the curriculum.

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Director of Curriculum and Instruction Date

**Superintendent**

Superintendent Comments: please explain how this project will benefit students and support the curriculum.

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Superintendent Date

The Manheim Township Educational Foundation operates independently from the School District for the sole benefit of its students and is duly registered as a 501(c) (3) nonprofit corporation. The mission of MTEF is to strengthen, enhance and enrich the educational experiences of the students and faculty of Manheim Township School District. The Foundation promotes innovative academic, artistic or vocational initiatives beyond the normal scope of the school district budget and encourages community/school interaction.

Manheim Township Educational Foundation

450A Candlewyck Road, Lancaster, PA 17601

717-735-1751