

Grant-To-Educators



MARTHA HOLDEN
JENNINGS
FOUNDATION

Please read *About the Foundation* before writing your grant application.

The maximum amount for a *Grant-To-Educators* is \$3,000.

IMPORTANT INFORMATION FOR EDUCATORS APPLYING FOR GRANTS

The Martha Holden Jennings Foundation welcomes your application for a Grant-To-Educators. The Grants-To-Educators program supports the foundation's basic objective of recognizing and encouraging outstanding classroom or school programs for public schools or non-religious private schools working with schools in Ohio.

The Distribution Committee meets ten months of the year (not in July or December).

Applications should be submitted by the 20th of the preceding month to be considered. If the 20th falls on a weekend or a holiday your request must be submitted on the previous business day. In order for us to give serious consideration to your request for funding, **you must**:

- complete the applicant cover page;
- include no more than four additional typed pages explaining the details of your request; (Use a standard font type and font size)
- have your superintendent complete the superintendent's endorsement page; and
- mail the entire original (stapled) and nine matching copies (stapled) in the above order to:
Chairperson, Distribution Committee
Martha Holden Jennings Foundation
The Halle Building
1228 Euclid Avenue, Suite 710
Cleveland, OH 44115

Please keep the following **guidelines** of the project in mind.

- **Only one application from your school will be considered in a given month.**
- You may apply for a grant up to \$3,000 for classroom, school-wide or district-wide projects.
- Project needs to relate to an academic subject.
- The Foundation will consider innovative grants that relate to global awareness and 21st Century Skills.
- Funding for bus transportation, conferences, teacher stipends, field trips/admission fees, substitutes, technology equipment, capital assets, refreshments, storage units, incentives, school supplies, rewards and T-shirts are not Foundation budget priorities.
- Funding is considered for equipment, only when there is a direct connection to the project. See "About the Foundation".
- Your request should be for one year only. You may reapply if your project is successful. Develop a new application and document achieved outcomes and successes/challenges.

Review the requirements on the Education Project Report Form so that your application will correspond to your evaluation (www.mhjf.org)

Your application will be acknowledged and you may expect a response to your request within six weeks. We congratulate you on this further demonstration of your motivation and commitment to enhance educational opportunities for students. If you have any questions, please do not hesitate to call.

Kathy Kooyman, Grants Manager at 216.589.5700

Martha Holden Jennings Foundation Distribution Committee Frequently Asked Questions about Grant-To-Educators

Distribution Committee Members frequently reflect on these questions as they review grant applications.

1. Is this grant innovative or unique for the classroom, school or district?
2. What is the potential impact of the project on student achievement and/or student development?
3. Could the materials or equipment requested be purchased with community/local, state or federal funds?
4. Are the activities involved age-appropriate?
5. Is there evidence that this project addresses a critical student need in the classroom, school or district?
6. If the grant requests the purchase of books or equipment, does it include a clear implementation plan with expected outcomes that justifies the purchase?
7. Does the plan for evaluating the grant adequately assess the quality and impact on student achievement and/or development to meet the objectives of the activities proposed?
8. Has the district done its part to support this grant and/or this teacher?
9. Will this grant be used by more than one classroom?
10. Has adequate time been allowed for review process and application form accurately completed.



MARTHA HOLDEN JENNINGS FOUNDATION
Grant-To-Educators Application

Date _____ Amount _____ (maximum \$3,000)

Project Title _____

The project corresponds to the following Foundation grant category (**check one**) which are in priority order:

- | | |
|---|--|
| 1. Improving learning in math, science and technology _____ | 4. Supporting the development of teachers _____ |
| 2. Improving language literacy _____ | 5. Strengthening teachers' and administrators' leadership skills _____ |
| 3. Improving learning in the arts _____ | 6. Providing other services to students _____ |

Grant use (check one) Classroom(s) _____ School-wide _____ District-wide _____

Name (Miss/Ms./Mrs./Mr./Dr.) _____ District's County _____

Position _____ Grade level(s) _____ Subject(s) _____

School _____ District _____

School address _____

Home address _____

School phone no. & area code _____ Home phone no. & area code _____

Education: Degrees	School /Dept.	Degree	Year Received	Major Subject
Institution _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Years of experience: from _____ to _____

Other pertinent experience _____

Applicant's Signature _____ Email address: _____

DETAILS OF THE PROPOSAL — Your request MUST provide the following information within a maximum of four additional typed pages. Please respond in the sequence below using the headings that are listed.

- Description** - Provide a concise paragraph description of the proposed project, including the data/evidence that led you to identify the needed improvement as a goal.
- Timeline** - Specify the dates your project will begin and end and also the number of students/educators involved in the project.
- Qualifications** - What are your special qualifications for carrying out this project? Grade level(s) taught?
- Effectiveness** - How are you seeking to increase your teaching effectiveness or administrative/leadership effectiveness in one or more of the Martha Holden Jennings Foundation thematic categories? (listed above)
- Objectives and Plan of Action** - What are your specific objectives and plan of action for increasing student achievement, enhancing student development, or strengthening leadership skills?
- Assessment** - How will you assess the results of your efforts? Specifically, what measures will you use to provide evidence of the extent to which the strategies you employed had an impact on student performance?
- Sustainability** - How will you sustain the effective practices after the funding period ends?
- Dissemination** - How will you share the results of your project with colleagues?
- Alignment** - State how this project fits into the total school or district-wide curriculum or improvement plan.
- Budget** - See Grant-to-Educators cover sheet guidelines for budget items that are not a priority. Provide a detailed itemized budget needed to implement the project. Specifically,
 - Materials not normally supplied by school funds. List items, including titles of books and costs of materials. Please do not request standard school supplies such as construction paper, scissors, glue, etc.
 - Equipment. Note: requests for equipment must directly reflect the project purposes for students and/or educators and must not be fundable by district resources. See "About the Foundation".
 - Total cost of the proposed project, including any other funds supporting the project.
- Endorsement** - The Superintendent of Schools **MUST** complete the endorsement section prior to consideration of the proposal by the Foundation. Evidence of district in-kind and financial support are critical factors in assessing proposals.

Superintendent's Endorsement

(Comments by the superintendent are necessary for consideration)

Please state your approval of this proposal by commenting on:

1. The worthiness of it for your school district and/or how this project fits into the total school curriculum.
2. The qualifications of the applicant(s) in carrying it out.

Comments: _____

In support of this project, the school system will provide the following: (supplementary funding, materials, supplies, in-kind resources, etc.): Please itemize.

_____ Signature of Superintendent		_____ Typed Name of Superintendent	
_____ School District		_____ Address	
_____ City, State, Zip Code		_____ Telephone	_____ Date

When this typed application has been completed, please mail original and 9 copies to:

Chairperson, Distribution Committee
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