



Mount Pleasant Education Foundation,  
Inc. P.O. Box 184 Thornwood,  
New York 10594

[www.mtpef.org](http://www.mtpef.org)  
[mountpleasanteducationfoundation@yahoo.com](mailto:mountpleasanteducationfoundation@yahoo.com)

### General Grant Application Guidelines

#### **Grant Request Process**

The process starts when the Mt. Pleasant Education Foundation (the “Foundation”) notifies the faculty and administration of the Mount Pleasant Central School District (the “District”) of a Request for Proposal (“RFP”). Grant applications submitted to the Foundation are reviewed by the voting members of the Foundation’s Board of Directors (the “Foundation Board”). The Foundation Board’s function is to ensure that the grant application is complete, the funding category is stated clearly and the request meets the District’s educational policies and goals. If approved, the applicant will be notified and the application will be forwarded to the District’s Board of Education (the “District Board”) for approval. If the application is approved by the District Board, the Foundation will provide the funds to the District Board, restricting the funds for the use described in the approved application.

#### **General Grant Application Guidelines**

1. Applications are to be made for a one-time grant without recurring charges for which the Foundation could be responsible; however, the District Board can continue funding the request should they desire (this should be clearly stated).
2. Applications should: a) encourage differentiated instruction; b) enhance teaching styles; c) have measurable objectives; and d) strengthen student development, health and learning through innovative strategies that address the NYS Learning Standards and the District’s goals.
3. An application’s merit will be largely judged by the scope of its effect; therefore an estimate on how many students the project will target should be provided.
4. An application’s aggregate costs must be accurate and include any potential increase in price. If the application involves hiring a consultant, the grant awarded will be treated as their income and a 1099 will be generated.
5. The intent is to fund programs and items that are not customarily funded by normal tax revenues, state or federal assistance. The Foundation will not pay for teams to attend competitions or for students/staff to attend conferences—these are examples for which the District Board or the parents are responsible.
6. The Building Administrator must sign off on your Application (see Application hereafter).

#### **Deadlines & Submissions**

Applications may be mailed to the Foundation at the address listed above, or may be submitted electronically to the Foundation’s email address: [mountpleasanteducationfoundation@yahoo.com](mailto:mountpleasanteducationfoundation@yahoo.com). Applications will not be considered unless complete, including the necessary signatures, when submitted to the Foundation. Please email the Foundation if there are any questions



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General Grant Application Format

1. Eligible Applicant's Information:

- a. Name of Applicant and Position:
- b. Name of School and Department:
- c. Telephone:
- d. E-mail address:

2. Description and Purpose of the Request:

3. Features and Objectives:

4. Timetable (start, implementation and completion):

5. Breakdown of Costs:

Signatures:

Eligible Applicant \_\_\_\_\_

Building Administrator \_\_\_\_\_