

Application Information for MEF Grants

General deadlines and procedures.

- MEF Grants are awarded twice a year:

Grants for Fall Semester are due May 31 and awards will be made by June 30

Grants for Spring Semester are due October 15 and awards will be made by November 15

(On occasion the MEF may consider out-of-cycle grant applications. We will require additional information explaining why there is a need for out-of-cycle funding. Out of cycle funding will also be dependent on available funds.)

- On average we allocate \$5000 in funds per grant period and anticipate granting 10 awards.
- Please download the Grant Application and fill it out. Note that if you include graphics in your application it is suggested that you save it as a PDF. In addition to the application file, you may optionally include one graphic image or PDF no more than 2 MB in size in support of your application.
- **All applications are due on May 31 or October 15.**
- Completed application should be emailed to medfordedfund@gmail.com AND a hard copy must be mailed to: MEF Grants
c/o David Sayres, Chair, Grants-to-Faculty Committee
19 Park Street
Medford, MA 02155
- Grants will be reviewed by the Medford Educational Foundation Grants Committee and applicants will be notified of results typically within one month of the due date.
- Questions may be addressed to the President of the MEF, Ann Frenning Kossuth and/or the Chair of the Grants Committee, David Sayres at medfordedfund@gmail.com or david@sayres.com.

Preference will be given to proposals that

- Innovative programs that involve teams of teachers or collaborative groups.
- Directly impact a large number of students in the classroom. “Classroom” may be defined to include outdoor learning opportunities.
- Demonstrate how knowledge gained through the grant is readily transferred to colleagues and is sustainable over time (for instance, how training and subsequent projects might be repeated without significant additional funding.)
- Encourage and inspire collaborative, creative participation and learning.
- Lead to interdisciplinary projects and initiatives or serve as prototypes for larger-scale initiatives.

Requirements

- Applicants must be Medford Public School teachers or administrators. Teacher applicants must have professional teacher status.

- Only applications submitted by the deadline will be considered. Hard copy must be postmarked by deadline date.
- All parts of the application, including timeline, must be completed.
- All applications must have approval and signature of school principal/head master and/or department head.
- All applicants are required to submit a final report. The final report must include answers to the following questions: What did you think the outcome would be, what was the outcome, and what did you learn.

What the Medford Educational Foundation will fund and will not fund.

Will Fund	Will Not Fund
Training materials	Routine classroom materials
Training, conference, or class fees	Textbooks
Guest speakers for teachers and/or students	Travel
Resources for professional study	Consultant fees
Technology necessary to implement innovation	Substitutes
Classroom materials necessary to implement innovation above and beyond routine supplies	