



MTFEE Sample Grant Application Reasons Why It Was Approved

MTFEE has a rigorous grant review process. The grant committee utilizes a grading system, similar to a rubric that the teachers use, to fairly evaluate the applications. After committee members have an opportunity to review them individually, they come together as a group to discuss them before their recommendations are presented to the entire MTFEE board of trustees for final approval.

The sample grant application was approved by MTFEE for the following reasons:

- ✓ Was submitted on time.
- ✓ Contained all of the appropriate signatures.
- ✓ All sections were completed.
- ✓ Objectives were clearly and concisely defined.
- ✓ Implementation details were clearly defined.
- ✓ Budget was plainly defined.
- ✓ Contained back-up documentation about the program and budget details.
- ✓ Proposal timeline was clearly laid out.
- ✓ Method for evaluating proposal effectiveness was detailed.
- ✓ Showed a clear benefit to Millstone Township students' education.
- ✓ Was not currently being done.
- ✓ Was beyond the scope of the general budget, which depends on the budget for any given year.
- ✓ No other funding was available through other sources, including the general school budget.
- ✓ Cost was reasonable for the scope of the project, to meet the objectives, as well as for the number of students that will benefit.