

UNIVERSAL ENRICHMENT GRANT INSTRUCTIONS

Fall Grant Funding is now available at all 6 Mercer Island Schools
From your school's PTSA/PTA and the Mercer Island Schools Foundation

PURPOSE: The overarching goal of the new Universal Enrichment Grant process is to get the greatest amount of allocated donor dollars – given to the Mercer Island Schools Foundation and to your school's PTA/PTSA's – into your classroom and working for students by supporting innovative projects and creative curricular ideas as easily and quickly as possible.

The Mercer Island Schools Foundation and PTA/PTSA's are working together using a Universal Enrichment Grant Application Form. Our hope is to streamline the process for teachers and Principals when applying for funding. Anyone requesting funds from either the PTA or the Foundation or both will only have to complete one application (attached). All grant applications forwarded on from your school will be read, processed and sorted. The grant application will then be processed and you will be notified by the organization (PTA, MISF or the School District) best qualified and able to fund the project.

UNIVERSAL ENRICHMENT GRANT APPLICATIONS: Attached to this cover page is the one-page Universal Enrichment Grant Application Form available to all Mercer Island teachers. Applications are also available on the Mercer Island Schools Foundation website: www.mercerislandschoolsfoundation.com as well as on each school's PTA/PTSA website. Your school's administrative assistant also has this form available to you in a word document making it easy to complete on your computer.

Please print the attached application. A hard copy must be submitted to your building principal for his/her signature by the submission deadline listed below.

DEADLINE: For the fall enrichment grant period for the process as defined above.

Please turn in the hard copy of your application to your building principal on the first Friday in October. A member of your school's PTA or a Program Committee member from the Foundation will pick up grant applications from each school's office the following Friday. NOTE: Deadlines for submitting grant applications to each building principal may vary. Please check with your principal for your school deadline.

Because grant funding is a dynamic process additional grant funding opportunities may become available at each school or from the Foundation during the school year, as funding becomes available. Funding for projects that begin in early September or that have been regularly funded by the PTA/PTSA or the Foundation should be so noted on the application. Grant funding may occur at times outside the calendar below.

CALENDAR TIMING:

The timing for this fall grant cycle will be:

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| • Grant applications available online:
www.mercerislandschoolsfoundation.com and on school PTA/PTSA website. | September 5th |
| • Presentation to teachers at school staff meeting | Early September |
| • Deadline for grant submission to building Principal for review | October 6th |
| • Principals forward grant applications to MISF | October 13th |
| • Notification of Grant Awards | No later than Thanksgiving Break |

Please let us know if you have any questions or if we can help in any way.

The MISF Program Committee Chair
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