



The Norm Johnson Innovative Education Grant

Guidelines

The mission of the Madison Central School Educational Foundation is to promote, enhance, and enable educational opportunities and school improvement activities in the Madison Central School District.

Since 2009, the Madison Central School Educational Foundation has awarded small grants for innovative and creative educational projects which are beyond the scope of the regular school budget. In 2012, this program was renamed to honor Norm Johnson, a long-time, distinguished Madison educator.

Eligibility

Those who work in the Madison Central School District are eligible for a grant. Grant awards must benefit public education to students but are not meant to supplant the District's budget.

Grant Development

Grants are awarded for innovative and creative educational projects. The project may be for a classroom, a grade level, a school, several schools, or the total Madison Central School District. Applicants may be one or more teachers, a group of teachers/staff, a teacher/parent group, or another Madison Central School District employee group.

Innovative grants can be:

- *A new or innovative technology tool for a school or classroom*
- *A one-time event or experience that offers students a unique experience that would not otherwise be available*
- *An immediate impact grant that boosts a program or activity to another level*

Grant recipients may find it helpful to collaborate with other educators and/or the principal. Department heads, team members and technology directors may also offer insight as to whether ideas are feasible and work with existing technology.

Guidelines

- Grants can be for amounts up to \$400.
- One person or several persons may apply for the grant. One of the lead applicants must be a Madison Central School District employee. List all persons who are applying for the grant.
- Grant applications need to describe the project clearly and specifically. Use the “Innovative Education Grant Criteria” list on the next page to guide you. **Inclusion of graphs, drawings, descriptive materials, catalog pictures and pricing is encouraged.**
- Be aware that non-educators as well as educators will be reading the application. Applications are not limited to one page.
- Principals involved in the grant need to be consulted about the grant application. This is to avoid duplication and to assure that the project cost cannot be funded from the regular school budget.
- The budgeted costs must be reasonable, allowable, and cost effective for the activity proposed.

Restrictions

- No grants are awarded for salaries.
- Grant funds may not be used for child care.
- Grant funds may not be used for prizes, snacks, or refreshments.

Application Process

- Application materials are found at the Foundation Office at Madison High School, #124 and on the Foundation website: <http://madisoneducationalfoundation.org>
- Applications MUST be sent electronically to the Foundation: madisoneducationalfoundation@k12.sd.us

Notification that the application has been awarded or declined will be given after the MCSEF grant review committee meets to review the applications.

Upon Receipt of the Grant

- Grantees will provide a written summary of the use and effectiveness of the grant after the project has been completed.
- Grantees will be asked to inform parents and colleagues about the project and acknowledge the Madison Central School Educational Foundation as donor.
- Grantees may be asked to provide information and photos for Foundation marketing purposes.
- All materials purchased with the Foundation funds must stay within the district, but may move with the grant recipient from one school to another.
- Grantees shall agree to use Foundation funds solely for the purpose requested.
- Grant-related expenses shall be submitted to the Foundation office for payment and shall be designated as "MCSEF NJIE Grant Expenses."
- Grants must be used within 12 months of being awarded otherwise grant will be forfeited.

Selection Process

Members of the MCSEF Board of Directors and Steve Millage, Director of Technology, serve on the grant review committee and will review the grant applications. **Criteria** this committee may consider in the review include but are not limited to the following:

Objectives:

- The grant application is complete. All answers are thorough and the deadline for the application is met.
- The grant is innovative and the grantee explains how this innovation follows the curriculum.
- The grant has a high impact on student learning.
- The grant has adequate research related to cost of the project and the funding amount falls within the funding guidelines.

These Objectives will be scored using a five-point scale.

For questions regarding this grant application, please contact:

Madison Central School Educational Foundation, Inc.
800 NE 9th St.
Madison, SD 57042

MadisonEducationalFoundation@k12.sd.us
MadisonEducationalFoundation.org

