



## **Performing & Fine Arts Grant Guidelines \*Updated August 2022**

The Madison Central School Educational Foundation (MCSEF) exists to promote, enhance, and enable educational opportunities and school improvement activities in the Madison Central School District. In 2014, the MCSEF started a new fund to enhance the performing and fine arts at Madison Elementary School, Madison Middle School and Madison High School. This fund was started at our Philanthropy Dinner and supported by many of our attendees that evening. The fund was endowed in 2015. Interest earned from the endowment and proceeds from the "Have A Seat!" campaign will be distributed through competitive grant awards every year. Two grant cycles will be implemented during the school year. The grants may be used to enhance existing performing and fine arts programs within the Madison Central School District or may be used for performing and fine arts experiences which are beyond the scope of the regular school budget.

Applications will be accepted in October and March for performing and fine arts grants not to exceed \$400. Applications will be reviewed and awarded by the MCSEF Grant Committee. The Foundation may review and modify these guidelines to ensure that the program is being implemented in such a way that all students in the District benefit from these grants.

### **Eligibility**

Those who work in the Madison Central School District are eligible for a program/project 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 performing and fine arts programming or projects. The project may be for a classroom, a grade level, a program, 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.

Performing & Fine Arts grants may be:

- *Used to purchase a new 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 building principal. Department heads or team members may also be helpful.

### Guidelines

- Grants can be for any amount.
- One person or several persons may apply for the grant. One of the lead applicants must be a Madison Central School District employee. Please list all persons who are applying for the grant on your application.
- Grant applications need to describe the project clearly and specifically. Use the “Performing and Fine Arts Grant Criteria” on the next page to guide you. **Inclusion of graphs, drawings, descriptive materials, catalog pictures and pricing is suggested.**
- Be aware that non-educators as well as educators will be reading the application. Applications are not limited to one page.
- Principals 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 classroom tool, event, experience or activity proposed.
- Grants must be used during the school calendar year in which it was given. Grants may not be carried over to be used in the following years.

### Restrictions

- No grants are awarded for salaries, mileage, meals, or lodging.
- 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 available on the Foundation’s Website and the District’s SharePoint
- **Applications MUST BE sent electronically to the Foundation at:**  
[MadisonEducationalFoundation@k12.sd.us](mailto:MadisonEducationalFoundation@k12.sd.us)
- Application may be made any time **before** 4:00 p.m. on the deadline date.

Notification that the application has been awarded or declined will be given after the Grant Review Committee and/or the Foundation Board 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 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 “P&FA Grant Expenses.”

- Grantees will be asked to inform parents and colleagues about the grant project and acknowledge the Madison Central School Educational Foundation as the donor.
- MCSEF will coordinate local publicity effort. 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.

### **Selection Process**

The MCSEF Grant Review Committee will review the grant applications. Criteria the Committee may consider in the review include but are not limited to the following:

Performing & Fine Arts Grant Application Criteria:

- The grant application is complete. All answers are thorough and the deadline for the application is met.
- The project is creative and the applicant explains how this project enhances the curriculum.
- The project has a high impact on student learning and program enrichment.
- The grant application has adequate research and data attached related to cost of the project and the requested amount falls within the funding guidelines.

For questions regarding this grant application, please contact:

**Madison Central School Educational Foundation, Inc.**

**800 NE 9<sup>th</sup> St.**

**Madison, SD 57042**

**[MadisonEducationalFoundation@k12.sd.us](mailto:MadisonEducationalFoundation@k12.sd.us)**

**[MadisonEducationalFoundation.org](http://MadisonEducationalFoundation.org)**