



Welcome to our 36th year of supporting the needs of Martinez Unified Schools

MEF's mission is to support education in the Martinez Unified School District by funding proposals for supplemental equipment and materials initiated by MUSD staff requests.

**Instructions:**

**Download** the application form, please open it and save it with a new name before completing your request.

Suggested name: MEF 2021.your school\_your name

MEF 2021.John Swett\_Susie Queue

Email completed application to [mefgrants@martinezusd.net](mailto:mefgrants@martinezusd.net) no later than 4:00pm, Friday, December 10, 2021. All grant requests must be typed. Please remember to attach quotes and check if tax and shipping costs are included on the quote(s).

\*Also, please complete a separate application form for items of different categories, e.g., books and technology items are separate. Furnishings and books are separate. Pay attention to details, grammar, math calculations and please be sure the item(s) is not already covered by the district or site.

You will receive email confirmation that your application has been received.

**Applications will be accepted from  
November 1, 2021 until December 10, 2021**

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**MARTINEZ EDUCATION FOUNDATION  
2021-2022 Grant Application**

NAME(S):

PRIMARY CONTACT (if more than one applicant):

PRIMARY CONTACT EMAIL:

SCHOOL:

GRADE LEVEL:

SUBJECT AREA:

AMOUNT OF MEF GRANT FUNDS REQUESTED:

1. Please briefly summarize what item(s) are to be purchased with the MEF grant funds requested.

2. Please explain how the item(s) to be funded will improve student achievement.

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3. Does the item include collaboration with other schools, other departments or grade levels within your school?      Yes      No      If Yes, provide a short explanation:
4. If this request is a replicate of a previous year, please comment on how the item has benefited your students:
5. Have matching funds been secured for this proposal?      Yes      No  
(if Yes, please explain on Chart A, Item A)
6. MEF may make partial grant awards. Please complete Chart B to assist the MEF Board to support its decision making process.
7. Technology applicants:
- A. Indicate whether the technology request is to replace existing technology equipment, supplement existing technology equipment, or is new technology equipment (check one):
- Replaces existing technology equipment in the classroom
- Supplements existing technology equipment in the classroom
- New technology equipment in the classroom
- B. Please include/attach a quote for your technology (i.e.; new computers, software, or any device which connects to a computer or network). You may access the standard technology department quotes at [www.martinezusd.net/technology](http://www.martinezusd.net/technology). For help, contact the help desk at 925-335-5940 or [support@martinez.k12.ca.us](mailto:support@martinez.k12.ca.us). After your application has been submitted, the Technology Department will review your application.

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**CHART A**

**Proposed Sources of Funds / List of Expenditures**

Instructions: Complete both tables and submit it with your grant application. All grant requests must be typed. Other sources of funding might include MUSD funds, private foundation grants, PTA, Site Council, etc. Total sources of funds must equal total amount requested.

<b>A. SOURCES OF FUNDS</b> (list all known or anticipated)	<b>Status</b> <sup>(1)</sup>	<b>Amount</b>
1. Martinez Education Foundation (MEF)	A	\$
2.		\$
3.		\$
4.		\$
5.		\$
<b>Total:</b>		\$

(1) Source status codes are: "A" for Applied, "C" for Committed or "S" for Secured

<b>B. EXPENDITURE OF FUNDS</b> (don't forget <u>taxes</u> and <u>shipping</u> charges)	<b>Amount</b>
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
<b>Total:</b>	\$

Note: Total of (A) SOURCES OF FUNDS must equal the total of (B) EXPENDITURE OF FUNDS.

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**CHART B**

**Partial Funding Worksheet**

MEF may make partial grant awards. Many grants are used to purchase multiple items or units (books or pieces of equipment). If this grant request has multiple items, please help the MEF Board in its funding decisions by splitting the request into two possible funding options.

<b>Full Amount of MEF grant request</b>	<b>\$</b>
<b>Number of items associated with the full request</b>	

**PARTIAL FUNDING OPTION A**

<b>EXPENDITURE OF FUNDS</b>	<b>Amount</b>
1.	\$
2.	\$
3.	\$
4.	\$
<b>Option A Total:</b>	<b>\$</b>

**PARTIAL FUNDING OPTION B**

<b>EXPENDITURE OF FUNDS</b>	<b>Amount</b>
1.	\$
2.	\$
3.	\$
4.	\$
<b>Option B Total:</b>	<b>\$</b>