



Welcome to our 39th 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.

File name: MEF 2023 [your school] [your name]

Example: MEF 2023 John Swett Susie Queue

Email completed application to <mailto:martinezmefgrants@gmail.com> no later than 4:00pm, Friday, December 8, 2023.

All grant requests must be completed on this fillable PDF form.

Do not use "Share with Google Docs" - your completed application must be an attachment to an email note sent to the address noted above.

**QUOTES MUST BE ATTACHED and
INCLUDE TAX and SHIPPING COSTS**

Complete a separate application form for items of distinct categories e.g., books and technology items each need a different application as do curriculum and sensory items.

- Pay attention to details, such as grammar and math calculations.
- 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 shortly after it is received.

**Applications will be accepted from
November 1, 2023 until December 8, 2023**

MARTINEZ EDUCATION FOUNDATION
2023-2024 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 has been previously granted, describe in detail and/or provide data to support how it 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 use this opportunity to provide MEF with options. Complete Chart B with your partial funding option(s).

7. **QUOTES** - All applicants must attach documentation for the projected cost of the grant request (invoice, screen shot of cart, etc.) and include Tax and Shipping costs.

8. **Technology applicants:**

- A. Indicate whether the technology request is to replace existing technology equipment, supplement existing technology equipment, or is for 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 + tax and shipping (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. For help, contact the help desk at 925-335-5940 or 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. Other sources of funding might include MUSD funds, private foundation grants, PTA, Site Council, etc.
Total sources of funds must equal total amount requested.

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

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

B. ITEMIZED EXPENDITURE OF FUNDS (include <u>tax</u> and <u>shipping charges</u>)	Amount
1.	\$
2.	
3.	
TAX	
SHIPPING	
Total:	\$

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

**Attach documentation for the projected cost of the grant request
(invoice, screen shot of cart, etc.)**

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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. **For example: full request is for 50 headsets, Partial A is 25 headsets, Partial B is 10 headsets**

CHART B

Partial Funding Worksheet

Full Amount of MEF grant request	\$
Number of items associated with the full request	

PARTIAL FUNDING OPTION A

ITEMIZED EXPENDITURE OF FUNDS	Amount
1.	\$
2.	
3.	
TAX	
SHIPPING	
Option A Total:	\$

PARTIAL FUNDING OPTION B

ITEMIZED EXPENDITURE OF FUNDS	
1.	\$
2.	
3.	
TAX	
SHIPPING	
Option B Total:	\$