



Millwood Enrichment Foundation Grant Application

Applicant Name: _____ Date: _____

Is this a team Proposal? ☐ Yes (If yes, list team members below) ☐ No

School Site: _____ Applicant's Position: _____

Phone Numbers: _____

E-mail Address: _____

Title of Project: _____

Total Amount Requested: \$ _____

By my signature, I am acknowledging that I believe this proposal will enrich the quality of education for Millwood Public Schools students and is worthy of funding by the Millwood Enrichment Foundation. If awarded, I will fulfill all the terms of this grant in a timely manner. Furthermore, I acknowledge that failure to comply with the terms of this grant may result in future grants being declined.

Applicant Signature: _____ Date: _____

By my signature, I am acknowledging that I believe this proposal will enrich the quality of education for Millwood Public Schools students and is worthy of funding by the Millwood Enrichment Foundation. I have reviewed the grant application and hereby acknowledge that the application is complete and the information contained within it is true to the best of my knowledge.

Principal Signature: _____ Date: _____

Mission of the Millwood Enrichment Foundation

"The Millwood Enrichment Foundation supports and enhances the educational experiences of students, staff, and the community."

MillwoodEnrichment.com/FundMe
501(c)(3) Non-Profit Organization

Title of Project: _____

Grade Level: _____ Subject: _____

Total Amount Requested: \$ _____

Type of Project: ☐ Classroom Grant ☐ Other
☐ School Site Grant ☐ Professional Development

If only partial funding is available for this grant, will you accept partial funding? ☐ Yes ☐ No

If no, please explain: _____

If yes, please explain how you will complete the funding or modify the grant if only partial funding is provided: _____

Community and parental involvement are important to our schools. Sometimes additional sources of funding are available. Please list the other sources of funding you have pursued, the amount requested and the amount available from each:

Source	Attempted Funding (Yes/No)	Amount Requested	Amount Available
District Funds			
School Activity Fund			
Booster Club			
Student/Parents			
Discounted Prices			
Business/Community			
Other:			

Please write a brief paragraph describing your project:

Please note this is a blind application process and answer the following questions on a separate paper (attach as part of the application):

1. Please describe your request by including details about materials, implementation of the program and how the success of the program will be evaluated.
2. The mission statement of MEF is “*to supports and enhances the educational experiences of students, staff, and the community.* Please explain how your grant would fulfill our mission.
3. Approximately how many students will benefit from this project per year?
4. Are there any significant dates/deadlines related to your request of which the Teacher/Student Committee needs to be aware?
5. Is this request for I pads? If so, is the software/app/program I pad specific? Is the software/app/program available for an Android tablet? Would you be willing to substitute an Android tablet for the I pad?
6. Please use the PROPOSED EXPENSES form to detail your grant request. List each budget item and include such costs as transportation, shipping and other incidental charges. **NOTE:** MEF grant funds should **not** be used for non Millwood Public School students or adults.
7. **Technology.** If your grant request has a technology component (for example: computers, software, digital media or other computer related materials), approval from the Director of Technology is required **before** submitting your grant request to the Foundation.

PROPOSED EXPENSES

[illegible]

Total Project Expenses	
Funds from Other Sources	
Total Grant Request	

NOTE: The two grayed out columns are for future use, please leave them blank.

MILLWOOD ENRICHMENT FOUNDATION GRANT TERMS

Funds awarded by the Millwood Enrichment Foundation (MEF) are intended solely to support the educational mission and programs of Millwood Public Schools. Each grant is restricted to the specific purpose and scope outlined in the approved grant proposal and application. All expenditures must directly align with the approved project description, goals, and budget as submitted to MEF.

Restricted Purpose

- Grant funds shall be **expended only for the benefit of Millwood Public School students**.
- No portion of MEF grant funds shall be used to support activities, materials, or expenses for:
 - Non–Millwood Public School students
 - Adults, staff, or external participants unless specifically approved in writing by MEF
- Funds may not be used for personal compensation, entertainment, gifts, or items of a personal nature.
- Expenditures must comply with all applicable **District policies, state laws, and IRS charitable use regulations**.

Accountability and Reporting

- Grantees must maintain accurate and complete financial records related to the use of MEF funds.
- A **Final Report** must be submitted to MEF within **30 days of project completion**, including:
 - A narrative summary of outcomes achieved
 - Documentation of expenditures (receipts, invoices, etc.)
 - Description of the impact on students and the school community
- MEF reserves the right to **audit** or request additional documentation at any time to verify compliance.

Return of Unauthorized Expenditures

If MEF determines that any expenditure violates these grant terms or was used for an unauthorized purpose:

- The grantee (individual, school site, or department) shall be responsible for reimbursing MEF the full amount of the unauthorized expenditure within 30 calendar days of notification.
- Violations may jeopardize eligibility for future MEF funding opportunities and may be reported to the Superintendent or relevant District officials.

Unused or Misapplied Funds

- Any **unused, unspent, or misapplied funds** must be returned to MEF promptly unless otherwise approved in writing.
- MEF may reallocate such funds to other approved educational initiatives within Millwood Public Schools.

Acknowledgment and Publicity

Grantees agree to acknowledge the support of the Millwood Enrichment Foundation in any public materials, announcements, or displays related to the funded project, using MEF's approved name and logo.

MEF reserves the right to terminate or revoke a grant award if: The project fails to comply with approved purposes or timelines; Reporting requirements are not met; Misuse or mismanagement of funds occurs; or Any conduct is deemed inconsistent with the mission or integrity of the Foundation. All grant activities and expenditures must comply with applicable local, state, and federal laws, including but not limited to IRS regulations governing charitable use of funds under Section 501(c)(3) of the Internal Revenue Code. By accepting this grant, the recipient (teacher, administrator, or district representative) acknowledges that they have read, understand, and agree to comply with all terms and conditions set forth herein. Failure to comply with these terms may result in the revocation of funding, required reimbursement, and disqualification from future MEF grant opportunities.

Signature

Project Title

Grant Period

Grant

School

Date Signed

PLEASE RETURN THIS COPY TO THE FOUNDATION OFFICE BEFORE PURCHASE OF GRANT MATERIALS.
Millwood Enrichment Foundation • 6724 N MLK Ave • Oklahoma City, OK 73111