

## *Application Procedure*

MATCEI Philanthropic Grants is a program designed to provide direct service to children. The intent is to use a portion of the funds generated by the organization to support programs or projects where students are directly involved.

Current members of the organization may apply for grants of up to \$250 for funds to develop programs for students that are not covered by the regular school budget. Examples include, but are not limited to, funds for field trips, class projects, recreation activities, equipment, camp scholarships, fine arts activities, adventure education programs, assembly speakers, and community based instruction.

Applications for MATCEI Philanthropic Grants will be acted upon by the Board of Directors and their decision will be final.

1. Applicant is a current member of MATCEI.
2. Classrooms, programs or caseloads that benefit from this grant must include students with emotional or behavioral challenges.
3. Grants will be awarded for amounts up to \$250. There will be a minimum of 2 grants awarded this year.
4. Grants will be awarded for projects that are **not covered** in the school budget.
5. Application form should be filled out completely.
6. Grants will be awarded within four weeks of being acted upon by the board. Financial payment will be made directly to the school or school district.

Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

School Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

\_\_\_\_ Position(s)

SchoolDistrict/Building \_\_\_\_\_

Budget Amount Being Requested \_\_\_\_\_

ProjectTitle \_\_\_\_\_

Numberofstudentsinvolved \_\_\_\_\_

Number of EI students involved \_\_\_\_\_

MATCEI Membership expiration date \_\_\_\_\_

The project we are requesting funds for is not covered in our school budget. If awarded this grant, our school district agrees to accept the funds and provide an accounting of expenses upon completion of the project.

Applicant's Signature \_\_\_\_\_

Supervisor/Bldg. Principal's Signature \_\_\_\_\_

Applicants Name(s) \_\_\_\_\_

Provide a one paragraph summary description of the project, including the project outcome and the needs that this project addresses.

Describe the project; include materials needed and methods to be used.

Provide a time schedule of events.

How will you determine whether your objectives have been met and whether your project was successful?

Detail your budget for this project. Include specific information, such as kinds of materials and equipment needed, sources of supply and cost. Categories to be used could include items such as materials, equipment, transportation, honorariums, food, etc.

ITEM	SUPPLIES	BUDGET AMOUNT
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**Forward this completed application before November 1, or January 15, or April 1 to:  
MATCEI, P.O. Box 1187 • Okemos, MI 48805-1187**