



Mothers' Club of Northville 2011-12 Enrichment Grant Application

The Mothers' Club of Northville is a non-profit, volunteer organization with 35 members dedicated to educational enrichment for Northville public school children. Our activities to fulfill this mission include Community Service and Fundraising.

- **Community service** (work nights at various schools)
- **Fundraising: Annual** (Victorian Festival, All Aglow) **and Bi-Annual** (Telephone Directory, Community Garage Sale).

Although we do make grants to individuals, as usual, our primary focus is supporting the efforts of the public schools. This year we will **accept grant applications to benefit students K-12 on or before:**

February 3, 2012

Who gets funding? The decision is based on the merit of the application, the Club focus for the year and the Club mission statement '...dedicated to educational enrichment for Northville school children...'

We do not fund:

- items or supplies which are required for teaching the curriculum (i.e. text books; teaching supplies such as markers, paper, ink cartridges, etc; sewing machines; etc)
- items or supplies which should be covered under building capital funds (i.e. display cases, windows, projection screens, mobile carts, etc).
- items or supplies where funding from the district has already been secured and allocated in the past year or near future. We do take into consideration other available funding sources that may be applied for and may recommend such.

How it works:

- Teachers and other staff may apply for grants. Grant applications must be approved and signed by the principal before it is submitted to the Club for consideration. **If the grant request is for technology, including computer hardware and software, computer peripherals, etc., the grant request must be forwarded to Anne Proulx at Educational Technology for approval before being submitted to Mothers' Club. Please see our separate Guidelines for Technology grants.**
- Applications must be received by the deadline for consideration (2-3-12).

- The Committee will meet and decide which applications have the greatest merit. **This is where the applicants can help. The more information we have about the item or service that is requested, how it will provide educational enrichment, and how it will be integrated into the curriculum, the easier it will be for the Enrichment Committee to reach a decision.**
- We strongly suggest each school assign an individual to handle Mothers' Club grants. After each grant period, Mothers' Club will deliver a check payable to the school for the total funds awarded to all the recipients from that school. We will include a copy of the spreadsheet which shows all applications received and the status of each application. We do not write checks to individuals. This check should be deposited into a separate account from which funds can be drawn to pay for the items granted. As items are purchased and invoices are paid, copies of the invoices or receipts should be saved in the provided envelope. Once all purchases have been completed, the tracking form (you will receive this with the check) and the copies of invoices or receipts should be mailed to:

Holly Cracraft, Chairperson
Enrichment Committee
360 Eaton Dr.
Northville, MI 48167

- We will use email for correspondence.

Mothers' Club is strongly committed to supporting the public schools. We appreciate your assistance in helping us to execute our mission.

Holly Cracraft, Chairperson
Enrichment Committee
Hollycray1@aol.com
Phone (248) 449-1385



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NOTE: All items on the Grant Application must be completed in order for the application to be considered.

Please be as thorough as you can. Attach additional sheets if necessary. We receive 130 – 150 applications each year and can only award grants to a small number of them. Your thoroughness makes our job easier.

Date: _____

Requested by:

Name: _____

Title: _____

School/Organization/Individual: _____

Address: _____

Telephone: _____

EMAIL: _____

Item/Service Requested (Attach catalog descriptions, etc.)

Cost (including shipping, etc.)

How many students will benefit?

Will this item/service be shared with other classrooms?

What other funding sources have been investigated?

How will you integrate this item or service into your curriculum in order to enrich the curriculum? Your answer to this question is very important in helping the committee decide how grants will be awarded.

Principal's Approval (required with applications submitted by teachers or staff)

(Signature)

If this request is for **hardware or software**, or other technology items, please forward the completed form to Anne Proulx at Educational Technology for approval. Educational Technology Approval: _____

Application deadline: February 3, 2012

Mail applications to:

**Holly Cracraft, Enrichment Chairperson
360 Eaton Dr.
Northville, MI 48167**

If you have any questions, please contact Holly Cracraft at 248-449-1385 or hollycray1@aol.com.