



# MONTGOMERY COUNTY EDUCATIONAL FOUNDATION

engaging minds, enriching lives

## GRANT TERMS & CONDITIONS

The Montgomery County Educational Foundation (MCEF) is dedicated to engaging the community and providing sustainable funding to broaden the educational opportunities for all students by empowering educators and encouraging innovation. The MCEF Endowment is a component fund of the Community Foundation of the New River Valley (CFNRV) and applications for support must be submitted through the CFNRV's [online application system](#).

This grant opportunity is available **only** to educators, support personnel, students, and PTA's/PTO's of the public schools within Montgomery County, Virginia as well as Head Start serving Montgomery County, and projects offered through the MCPS central office, Montgomery Central, or the NRV Juvenile Detention Home. Grants of up to \$1,000 are awarded to projects that enhance, but not duplicate the standard public school curriculum. MCEF looks for innovative, creative ideas that fall outside the ordinary school budget, yet promise to augment the curricula in a meaningful way.

MCEF grant funds **must** be used for the purposes detailed in the application and during the project's stated time schedule. Any unused funds must be refunded to the MCEF.

When completing the online application, applicants will be asked to confirm that they have **read and agree** to these terms and conditions. Further, by accepting an MCEF grant, grantees agree to the following obligations:

1. The applicant and his/her Principal/Site Director must ensure that the project complies with all appropriate Montgomery County Public Schools goals and policies.
2. The applicant assumes responsibility for all liabilities associated with the program/project.
3. All items purchased or created with MCEF grant funds will remain the property of Montgomery County Public Schools. This includes all evaluation and measurement reports associated with a program/project.
4. The applicant will provide MCEF with a final report through the CFNRV's online application system. Failure to submit the final report will make the applicant ineligible for future MCEF grants until the final report is submitted. **The Report must include:**
  - a. a 2-3 paragraph summary of how the project goals were achieved

- b. supporting documentation that demonstrates the number of students impacted by the project and how students and colleagues benefitted from the project
- c. direct quotes/statements from participants about their experiences
- d. digital color pictures (.jpeg or .png format only; at least 1MB in size)
- e. final budget
- f. feedback from participants or other evaluation tools

**Note:** If students or other minors are identifiable in pictures, the grant recipient **must obtain the proper parental permission and/or media release**, either using the Student Media Permission Form or by a signed written statement from the school Principal that lists the names of the students and affirms that the school has obtained the proper media permission. MCEF and/or the CFNRV will request this documentation to use the photos in promotional materials.

- 5. In addition to the final report, MCEF may request a flyer, display, or short presentation summarizing the goals and results of the project for presentation at MCEF or CFNRV events. Attendance at one MCEF or CFNRV event annually may also be requested.
- 6. The MCEF should be “tagged” using the MCEF handle @MCEFVA in any Facebook or Twitter post referencing the project. The MCEF should be credited in any publicity or media articles about the project.

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The Montgomery County Educational Foundation Endowment is a component fund of the Community Foundation of the New River Valley. Learn more or contact the CFNRV by visiting [cfnrv.org](http://cfnrv.org), emailing [cfnrv@cfnrv.org](mailto:cfnrv@cfnrv.org) or call 540-381-8999.

