



## EDUCATOR GRANTS

### 2023-2024

The MBEF Educator Grant Program was created to support excellence in our schools by empowering MBUSD educators with funding to implement projects that will enhance teaching and learning throughout the district. The program provides educators with the opportunity to re-define best practices, explore innovative and inclusive approaches to instruction, collaborate and partner with colleagues, and connect the wealth of knowledge, expertise and talent within the MBUSD community.

The MBEF Educator Grants are not intended to replace existing district funding – instead they serve as an opportunity to support pioneering ideas in our schools and provide funding for projects that may be beyond the scope of district or school site funding. Projects must align with department, school, and district goals, and therefore require approval through MBUSD administration at the appropriate school site.

#### Educator Grant Criteria:

- Demonstrate a strong curricular justification
- Support at least one MBUSD Board Goal
- Demonstrate potential for implementation beyond initial setting
- Include measurement of expected student outcomes
- Principal approval through application signature and/or email notification
- Supporting personal, professional, and organizational learning
- Include evidence of at least one of the following:
  - innovative teaching
  - project-based education
  - experiential learning
  - new technologies
  - character development
  - arts integration
  - inclusive and equitable community
  - understand, respect and celebrate all people

#### Eligible Applicants

All teachers, counselors and district leadership in the Manhattan Beach Unified School District are encouraged to apply. All applicants must have approval and support for their specific grant application from a supervisor. Grant proposals that demonstrate collaboration across grades, schools or disciplines are especially welcomed. It is our hope that successful grants will be replicated, shared, or adopted districtwide.

#### Project Period

All approved Educator Grant proposals must take place in the application year – before, during or after school.

#### Grant Application Assessment and Evaluation

Proposals must be submitted on the MBEF Educator Grant Application. Please be clear and concise in your responses and address all topics on the submission form, including information on **who** the program will benefit, **why** it is valuable to students, **how** it will be implemented, **what** it is particularly unique, and **when** it will be considered successful.



## **EDUCATOR GRANTS 2023-2024**

### **Grant Timeline**

- Submission – All proposals must be received by October 1, 2023 via the electronic application.
- Evaluation – Proposals are presented to the Educator Grant Committee.
- Announcement – Awards will be announced via email by October 31, 2023.
- Funding – Grants funds will be available on October 31, 2023.
- Expenditures – Funds must be spent by June 30, 2024.
- Reports – Interim reports are encouraged and appreciated. Invitations to events related to the grant should be extended by email to Hilary Mahan at [hilary@mbef.org](mailto:hilary@mbef.org).
- Final Evaluation Report – Use the approved form and submit by June 30, 2024.

### **Funding**

Educator Grant awards range from \$250 to \$5,000 for individual teacher applications, and up to \$10,000 for collaborative ventures including two or more teachers. Collaborations are encouraged and will be given priority. A total of \$70,000 in funding is available for the 2023-24 school year.

#### **Allowable Costs:**

- Materials and Supplies: Supplies directly related to the development or implementation of the educational activity;
- Travel: Reimbursement only for cost of school buses. Incremental charges for coach or other transportation will not be reimbursed. Please also provide purpose and destination of trip, number of buses needed, ticket or admission fees (including aides), or travel and substitute days required for school visits;
- Guest Presenter/Speaker Fees;
- Registration Fees: Costs associated with registration or admission to conferences or events.
- Substitute Teacher Costs
- Prizes: Cost of school spirit wear, ice cream /pizza parties, or other prize, not to exceed 20% of grant award.

### **Approval**

The Educator Committee is made of up at least three MBEF Board Members and three Advisors. Advisors are individuals who do not serve on the MBEF Board and are not current educators or administrators in our district. Each proposal is evaluated individually by each committee member and then further evaluated as a group during 1-2 scheduled meetings. Awardees will be listed on the MBEF website.

Applicants who are not granted funding are encouraged to seek feedback and to resubmit applications in the following year. Re-application and approval are required to implement the program for subsequent year(s).

### **Reimbursement Process**



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There are two options for purchasing your grant materials and supplies – please see the Grant Purchasing Information sheet for more details.

- **Purchase Order Process.** It is preferred that you order your supplies directly through MBUSD's purchasing process. Your point of contact for purchase orders will begin with MBEF to verify the approval of the expenses before submitting to the MBUSD Business Department.

**OR**

- **Receipt-Based Reimbursement.** Requires submission of the MBUSD Reimbursement Form signed by your supervisor, plus original receipts. **Please ensure the principal's signature** is included on the invoice voucher. Make a copy of your original receipts for your personal records and submit the reimbursement requests and original receipts to the attention of MBEF at the District Office. The report will be reviewed and submitted for reimbursement within three days but may take up to 45 days for reimbursement.

#### **Final Evaluation Report**

Reports are a critical and essential part of the grant process because they allow MBEF to share these exciting projects with the MBEF donor community, as well as serve to inspire new projects among fellow educators. Failure to complete the Final Evaluation Report Grant by June 30, 2024 may affect the potential for the grant to be funded again if re-submitted.

If you have any questions about the application or approval process, please contact MBEF at 310-303-3342 or [communications@mbef.org](mailto:communications@mbef.org).