

SCHOOL ALLOCATION PROPOSAL

Overview

MEF allocates funds to the three mountain schools: Nolan Elementary, Thrasher Elementary, and Signal Mountain Middle High School to help the schools achieve excellence in education.. MEF will make allocations for the following funding areas:

- Salaries
- Professional Development
- Technology
- Discretionary Funding

Criteria

Allocations to schools must be for programs/activities that focus on staffing and teacher development, technology enhancements and upgrades, and other programs/activities set by the principal that contribute to quality and rigor of academics provided at the respective schools. The Allocation Proposals must be reviewed by the PTA/PTSA board prior to submission. The proposals must clearly demonstrate how allocated funds will be used, include a clear mechanism for execution and evaluation. In addition, the proposals must identify which funding priority is addressed (see attached)

Allocation Cycle

School Allocation Proposals will be approved annually in May. MEF will share the Allocation Process calendar at the August Advisory Board meeting. The typical allocation process will include a proposal due date (April), advisory board meeting (May). Allocation Proposals will be approved and recommended by the Advisory Board and approved by the MEF Board of Directors.

Schools are required to submit 2 reports to MEF, one in December and one after the fiscal year close. These reports will detail how allocated funds were utilized and the associated outcomes. Each school principal has the authority to reallocate funds, up to \$2,500, within the 4 funding areas. Reallocating funds



School Allocation Proposal, Revised 3/1

greater than \$2,500 or to a project outside of the 5 funding areas requires prior written approval from MEF advisory board.

Unspent funds for professional development will be rolled over to the next calendar year.

Instructions

1. Please complete the Allocation Proposal in full before submitting to MEF.
2. One Allocation Proposal can be submitted for the entire request (multiple funding areas)
3. Complete Allocation Proposals should be approximately 1 – 3 pages in length.
4. Project Overview – include 1 - 3 sentences for each funding area explaining the need, purpose and impact associated with the funding. Identify the funding priority being addressed for each funding area requested.
5. Budget – include a budget line item for each funding area. Some funding areas may require additional detail. For example – staffing should include a budget line for each staff position funded. See attached sample for more examples. Please make certain to answer the questions regarding other funding sources and sustainability in 1 - 2 sentences.
6. Timeline/Implementation Plan – for any program/activity that MEF already funds, please just include estimated dates of completion for each funding area. For new program/activities, please include 1 – 5 bullets detailing how the program/activity will be implemented at the school and when the program/activity will be completed.
7. Evaluation/Outcomes – this is the most important section of the Allocation Proposal. Please use 1 – 5 sentences to explain how each funding area program/activity will be evaluated, how success is measured, and how it will impact the school, students or faculty.
8. Cover Sheet – please make certain the entire cover sheet is completed in full. Check every funding area requested with the proposal. All proposals must be reviewed by the PTA/PTSA board and signed by a representative.



Application

I Cover Page (attached)

II Project Overview

Define the project purpose and objective, the need, and impact on staffing, professional development, technology, and excellence in academics.. Be certain to provide a project overview for each funding area requested. Use extra space, if needed.

III Budget

Detailed budget including all project costs for each funding area requested. Utilize the following format. No more than 10% can be budgeted to overhead/administrative expenses.

<i>PROJECT COST DETAIL</i>	<i>AMOUNT</i>

Total Amount Requested by MEF:

Detail other sources of funding for the project. Define the projects sustainability without MEF funding.

IV Timeline/Implementation Plan

When will the project begin and end? Who will oversee the project? Provide timeline/implementation plan for each funding area requested. Use extra space as needed.

V Evaluation/Outcomes

Define how the project will be evaluated and the expected outcomes associated with each funding area. How will outcomes be reported to MEF. Use extra space if needed.

COVER SHEET

Date of Proposal _____

Proposal Name _____

School _____

School Phone _____

Submitter's Name _____

Funding Areas Requested (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Staffing | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Discretionary Spending |

Certifications:

- All information contained in this application is correct
- The PTA/PTSA board must review and approve the application prior to submission. The signature below certifies that this has taken place.
- I understand that I am required to submit a mid-year and end-year report to MEF.
- I authorize MEF to use the information contained within for public information.

Principal's Printed Name _____

Principal's Signature _____ Date _____

PTA/PTSA Signature _____ Date _____