



# McMinn County Educational and Community Foundation

## 2024 Teacher Grant Information and Instructions

*Grants are offered each year to teachers in the McMinn County, Athens City, and Etowah City School Systems for funds to purchase supplies or equipment which are not funded by local, state, or federal school system funds. Please check with your principal or supervisor to make sure your requests are not already available to you by some other method. Applications for software subscriptions will not be considered.*

- The 2024 amount budgeted for Teacher Grants through MCEF is \$16,000. The grant funds will be fairly distributed to all the public schools in McMinn County. Please be diligent in shopping for the best prices for items requested. School orders should not pay taxes.
- Please choose one teacher to be the contact person if you are applying as a group. That same name should be used on the reporting form should you receive the grant.
- The application is only complete with teacher(s') and principal's signatures.
- MAKE a copy of your application for your records and then mail the original to us by September 13, 2024. Please do not email or send your application to your Central Office. Please mail them to:

**MCEF, Attn: Jordan Johnston, PO Box 2, Athens, TN 37371-0002**

- IF your grant is accepted, you will receive notification by mail. Your school will be given one check for all grants awarded in that school. You must order through your school. This will save you having to pay sales tax. You will receive a reporting form with your letter of grant approval.
- If for some reason your purchase needs to be made in the spring, please send us an explanation by the deadline.
- The reporting form must be returned to MCEF (P.O. Box 2, Athens, TN 37371) no later than December 16, 2024. Failure to send this report will make you ineligible to receive MCEF Grants in following years.
- For questions or concerns, please contact:

**Ginger Robinson, Executive Director, 423-744-5895 or [mcminncef@gmail.com](mailto:mcminncef@gmail.com)**



# McMinn County Educational and Community Foundation 2024 Teacher Grant Application



Please return by **September 13, 2024**, and keep a copy for your records.

School Name \_\_\_\_\_ Email \_\_\_\_\_

Teacher's Name (primary contact) \_\_\_\_\_ Phone \_\_\_\_\_

Co-Applicants: \_\_\_\_\_

Teacher's Position/Subject/Grade Level(s) \_\_\_\_\_

Total Amount Requested \_\_\_\_\_ Number of Students Served \_\_\_\_\_

Have you (or a group you were part of) been awarded this grant in the past?  Yes  No

Please provide the project budget below. *We encourage you to search for the most economical option.*

All purchases must be made through your school.

Item(s)	Supplier	# Units	Cost
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Total Cost: \_\_\_\_\_

Project Description and Goals: (Please attach additional information as needed)

Planned Evaluation Process:

**Before submitting your proposal, please check the following:**

\_\_\_\_\_ I have double checked the instructions and completed them accordingly.

\_\_\_\_\_ I filled out the application completely.

\_\_\_\_\_ I have made a copy of my application for my records.

\_\_\_\_\_ I am mailing my application by the deadline.

\_\_\_\_\_ I have checked to be sure I can order my items through my school via a purchase order.

**(Incomplete or late applications will be disqualified.)**

Teacher(s) Signature(s) \_\_\_\_\_

Principal's Name \_\_\_\_\_ Principal's Signature \_\_\_\_\_

**Mail to: MCEF  
Attn: Jordan Johnston  
P.O. Box 2  
Athens, TN 37371-0002**

**If you receive a grant, you will be notified by mail. A reporting form will be enclosed that must be completed and returned by mail to MCEF on or before December 16, 2024. This form must be returned in order to remain eligible for future grants.**

Questions or concerns? Please contact:

Ginger Robinson  
MCEF Executive Director  
(423) 744-5895  
[mcminncef@gmail.com](mailto:mcminncef@gmail.com)