McMinn County Educational and Community Foundation

2025 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 that 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 **2025** amount budgeted for Teacher Grants through MCEF is **$20,000**. 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.

• Grant requests are limited to **$1,000 per teacher** or **$2,000 per group** applying.

• 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 and principal signatures.

• **Make a copy** of your application for your records before sending it in. **It must be mailed or emailed by September 19, 2025**. Do not send your application to your Central Office. Please send them via

Mail: **MCEF Attn: Jordan Johnston P.O. Box 2 Athens, TN 37371-0002**
Email: **mcminncef@gmail.com (Subject Line: 2025 TEACHER GRANT – *Your Name*)**

• Your school will be given one check for all the grants awarded in that school. **If** your grant is accepted, you will receive a **notification letter and reporting form** that must be completed and returned in December. **You must order through your school so you will not pay sales tax.**

• If for some reason your purchase needs to be made in the spring, please send us an explanation with your grant application.

• The **reporting form and all receipts/invoices** must be returned to **your school's bookkeeper** no later than **December 10, 2025**. Failure to complete this process correctly will make you ineligible to receive MCEF Grants in following years.

• For questions or concerns, please contact

Ginger Robinson (Executive Director) at 423-744-5895 or mcminncef@gmail.com

McMinn County Educational & Community Foundation

2025 Teacher Grant Application

Due by September 19, 2025

School Name_____ Email _____

Teacher Name (primary contact) _____ Phone _____

Co-Applicant(s) _____

Teacher's Position/Subject/Grade Level(s) _____

Number of Students Served _____ Number of Years Item(s) will be Used _____

Were you (or a group you were part of) awarded this grant **last year in 2024**? ____ Yes ____ No

Have you (or a group you were part of) been awarded this grant **prior to last year**? ____ Yes ____ No

- Provide the grant/project budget below. *We encourage you to search for the most economical option.*
- All purchases must be made through your school tax-free. **Do not include sales tax in your cost.**
- **Submit a picture or list of the items you request below.** *The best practice is to place the items in a "cart" and include a copy of that with this application.*

Item(s)	**Supplier**	**# Unit(s)** x **Unit Price** = **Cost**

(attach additional sheet if needed)

Total Grant Amount Requested _____

Project Description and Goals: (attach additional sheet if needed)

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Planned Evaluation Process: (attach additional sheet if needed)

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Before submitting your proposal, please check the following:

_____ I have double checked the instructions.

_____ I have made a copy of the application for my records.

_____ I have filled out the application completely.

_____ I have included pictures and/or examples of my item(s).

_____ I am mailing/emailing my application by the deadline.

_____ I have checked to be sure I can order my items through my school via a purchase order tax-free.

(Incomplete or late applications will be disqualified.)

Teacher Signature (primary contact)_____

Co-Applicants Signature(s) _____ _____

Principal Name _____ Principal Signature _____

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

Email to: mcminncef@gmail.com (Subject Line: 2025 TEACHER GRANT – Your Name)

If you receive a grant, you will receive a notification letter. A reporting form will be enclosed that must be completed and returned along with all receipts/invoices to **your school's bookkeeper** by **December 10, 2025**. This form must be returned complete to remain eligible for future grants. The lead teacher on the application of group submissions is responsible for making sure all parts have been completed correctly.

Questions or concerns? Please contact:
Ginger Robinson, MCEF Executive Director
(423) 744-5895
mcminncef@gmail.com