**A close-up of a person smiling

Description automatically generated**

**Region #:**

**PEERS/SUPPORT STAFF: Secretaries, Bus Drivers, Cooks, Custodians, Nurses, etc.**

**MISSOURI RETIRED TEACHERS ASSOCIATION FOUNDATION (MRTF)**

***THE MAGGIE ELDER MEMORIAL***

***PEERS/SUPPORT STAFF GRANT PROGRAM***

**2023 APPLICATION – COVER SHEET**

**Deadline:** The grant application cover sheet and sections 1-4 materials must be postmarked no later than **June 30th (include two (2) copies of everything)**.

**Funds:** Funds may be appropriated in the areas of resources or materials used any Missouri public school support staff *(secretaries, bus drivers, cooks, custodians, nurses, etc.)* employed by a public school district or are in the PEERS retirement system. MRTF will award 28 grants. All grants will be in the amount of $500.

**Winners:** Winners will be notified by August 31st. A video report or one-page summary report from the grant recipient is due to the MRTF office by April 15th.

|  |  |
| --- | --- |
| **APPLICANT’S INFORMATION** | |
| Applicant’s Full Name: |  |
| Applicant’s Home Address: |  |
| Applicant’s Phone Number: |  |
| Applicant’s Personal Email: |  |
| Position Held/Job Title: |  |
| **SCHOOL DISTRICT’S INFORMATION** | |
| School District: |  |
| School’s Name: |  |
| School’s Address: |  |
| School’s County: |  |
| School’s Phone Number: |  |
| Superintendent’s Name: |  |

|  |  |  |
| --- | --- | --- |
| Applicant’s Signature Date |  | Administrator’s Signature/Title Date |

**MISSOURI RETIRED TEACHERS ASSOCIATION**

**FOUNDATION (MRTF)**

***THE MAGGIE ELDER MEMORIAL***

***PEERS/SUPPORT STAFF GRANT PROGRAM***

**2023 APPLICATION – SECTIONS 1-4 & INSTRUCTIONS**

**Section 1: Title and Description (in 100 words or less)**

* Title
* Project description – evidence, rationale, and impact on students

**Section 2: Purpose of the Project**

* Goals and objectives

**PEERS/SUPPORT STAFF: Secretaries, Bus Drivers, Cooks, Custodians, Nurses, etc.**

* Specifics
* Measurables

**Section 3: Planning**

* Action plan
* Dates and timeframe

**Section 4: Budget**

* List of materials, supplies, and/or equipment needed
* Price of materials, supplies, and/or equipment needed
* Suppliers needed to complete the project

**Instructions:**

* Grant application submitted must include a completed cover sheet with the two (2) required signatures and sections 1-4 materials
* Keep sections 1-4 to a maximum of five (5) pages
* Applicant must turn in two (2) copies of the completed grant application
* Grant application must be postmarked to the MRTF office by June 30th *(address on letterhead)*

Thank you for your interest and intent to further the excellence of education in Missouri. The MRTF office will notify all winners and nonwinners with a mailed letter by August 31st. If you have questions or concerns about the application process, please contact the MRTF office at (877) 366-6782. Applications may be downloaded via MRTF’s website at <https://mortf.com/grants/apply-for-grant/>. **Please make sure to select the correct grant application as we have two (2) different grant programs – one for classroom teachers and one for support staff/PEERS members.**