

MATELA Enrichment Grants (MEG)

Program Description and Application Form

Revised October 2013

Brief Description for Website (awards page)

Through the MATELA Enrichment Grant program, MATELA demonstrates value and respect for both the intellectual and the social needs of its members and the importance of maintaining a balance between the two. By providing financial support to help defray the costs of events and projects, a MEG gathers MATELA members and guest participants together to be educated, entertained, and inspired by activities outside their classrooms, while networking with other English/language arts colleagues. MATELA offers up to six MEGs of up to \$500 each during its fiscal year (October 1 through September 30). For complete details and application process, see the MEG support page.

Text for the MEG Support Page

Goals:

Established in 2011, The MATELA Enrichment Grants (MEG) demonstrate that MATELA values and respects both the intellectual and the social needs of its members, as well as the important balance between the two. Through providing financial support to help defray the costs of events and projects, a MEG can gather MATELA members and guests to be educated, entertained, and inspired by activities outside their classrooms, networking during and following their experiences. More specifically, MEGs support projects meeting the following requirements:

- engage at least three teachers with each grant;
- set and support goals for both intellectual and social interaction among teachers;
- invite teachers in neighboring geographic areas to participate and share, rather than limit the benefits to only one teacher or one school;
- allow for new MATELA members and guest members to participate;
- involve at least three stages or elements, such as three meetings;
- emphasize building on-going networking between teachers outside the formal school setting.

In designing the MEG program, MATELA's Board of Directors imagined the following kinds of projects as ideas, not as limits:

- Book study [academic, classic, or contemporary] = cost of books + refreshments + travel expenses for out-of-town participants
- Travel to out-of-town event = Travel expenses + food + admission costs

- Writing group = writing text + guest writer + refreshments + travel expenses for out-of-town participants
- Guest speaker(s) = speaker's or speakers' stipends + refreshments + travel expenses for out-of-town participants.

Administration of the Grants:

To receive, evaluate, and decide whether to fund applications for MEGs, the president will appoint four MATELA members from around the state to comprise a committee. The president will designate a chair of the committee. The following guidelines will govern the committee:

- The president will forward all abstracts and subsequent applications to the chair of the committee. The committee will approve or suggest revisions to any abstract within one calendar month. The chair will send an email to the applicant either approving the abstract and attaching an application form or suggesting revisions of the abstract. The chair will send copies of all correspondence to the president.
- When selecting grants, the committee will make every effort to insure fair geographic distribution of grants so as to not overload or favor any one area.
- Selection is ongoing-first-come/first considered. Complete, high quality submissions receive grants; the committee will encourage applicants to revise their proposal until it meets MEG's criteria for approval.
- No selection committee or MATELA Board member can write and submit a proposal unless it is for a Board retreat.
- Any committee member or MATELA Board member can participate in a MEG. If a MEG selection committee member is also a member of a group applying for a grant, that MEG selection committee member cannot vote on the decision to finance it.
- MEG committee goes dormant as soon as money is depleted for that fiscal year.

Application and Implementation Procedure:

1. Applicant submits an abstract of no more than 250 words summarizing the project and the audience it would serve to the president of MATELA. See directions below. The applicant should allow at least 90 calendar days before the proposed event. The president will forward the abstract to the MEG committee, which will respond within 30 calendar days whether the abstract meets the criteria and whether any funds remain for the fiscal year.
2. If the board approves the abstract (no commitment of money at this stage), the applicant completes the form and submits it to the chair of the MEG committee. The MEG committee votes on the proposal within 30 calendar days.
3. If the MEG committee approves the proposal, the applicant will receive 2/5 of the amount of the grant. The applicant then completes the proposed activity.

4. The applicant reports to the chair of the MEG committee within 30 calendar days after the event, documenting participants' involvement in and completion of the project. The applicant or a participant in the event must also write and submit an article for *Update* or *Montana English Journal* within 60 calendar days of the event. The article must include at least two photographs. With verification of the editor of the relevant publication, time the applicant will receive the remaining 3/5 of the grant.

Directions for the Abstract for a MATELA Enrichment Grant

Up to \$500 MATELA Enrichment Grants are offered year-round to projects that meet the application guidelines. In order to assist applicants and to verify that funds are still available, all applicants are required to write an abstract before receiving an application.

Abstracts are reviewed bi-monthly by the committee chair to verify that a proposed project is a good match for the MATELA Enrichment Grant. After verification, the applicant will be emailed the application.

1. Before you begin writing your abstract, familiarize yourself with all grant requirements
2. Write an abstract of 250 words or fewer that explains what your project is doing and how it will benefit from a MATELA Enrichment Grant.
3. Email your abstract to the current president of MATELA.

PROJECT/EVENT ABSTRACT

Project/Event Abstract: The purpose of the Project/Event Abstract is to describe succinctly every major aspect of the proposed project/event. It should contain a statement of objectives and methods to be employed. Consider the significance and innovation of the project proposed when preparing the Project Abstract.

The Project/Event Abstract must be no longer than 250 words. The second component of the Project Summary is relevance of this project to MATELA Enrichment Grant objectives. Use plain language that can be understood by a general, lay audience. The abstract should include:

- a brief background of the project or event;
- specific aims, or objectives;
- the significance of the event or project;
- the unique features and innovation of the project;
- who will be speaking and who will be invited as guests;
- the dates of the event.

Suggestions

- Be complete, but brief.
- Avoid describing past accomplishments and the use of the first person.
- Write the abstract last so that it reflects the entire application.

- Remember that the abstract will be used for purposes other than the review, such as to provide a brief description of the grant in annual reports, presentations, and dissemination to the public.