

East Grand Forks Education Foundation Education Mini-Grant Information & Application

Deadline: October 15, 2016

Grants Awarded: by December 1, 2016

Funds must be spent by May 1, 2017.

The Foundation's purpose

The East Grand Forks Education Foundation is a charitable nonprofit organization dedicated to supporting and enhancing quality educational programs for every student in the East Grand Forks, Minnesota, public school district. To achieve its purpose, the foundation reaches out to the community to secure funds and resources.

About Mini-Grants

The East Grand Forks Education Foundation Mini-Grants are awarded twice yearly. Only East Grand Forks Public School District educators and staff are eligible. Any grade level, discipline, course of study, or extracurricular activity is eligible. The number and amount of awards varies. **Awards range up to \$1000, unless an alternative amount is decided at the discretion of the Board.**

Mini-Grants can be used for a variety of classroom needs. Mini-Grants are awarded for projects that are consistent with the school's mission, but are not funded or are not sufficiently funded through the East Grand Forks Public Schools.

Mini-Grants are awarded in these *broad areas of interest*:

- Special projects that support teaching and learning.
- Imaginative opportunities for new curricula.
- Enriched libraries and fine arts.
- New and innovative opportunities to further STEM education

Application Process

Any East Grand Forks Public School staff or educator is eligible to apply.

Any grade level and any discipline, course of study, or extra-curricular activity that is recognized by the East Grand Forks Public Schools as a part of its curricular or extra-curricular program is eligible.

Requests must be consistent with the school district's mission and must be within the Foundation's stated areas of interest.

Grants will be considered only for projects/uses which are approved but are not funded or are not sufficiently funded through the East Grand Forks Public Schools.

Grant applications may be submitted by educators individually or collaboratively. Grant applications which show a collaboration of effort within a discipline or course of study, or within a grade level, either

intra-school or interschool, are encouraged.

****Grant Applications requesting technology equipment must originate with the District Technology Specialist and must be approved by the Technology Specialist prior to submitting the application. Grant requests must also be compatible with the district technology. Grants not originating through this process will not be considered eligible for the grant process.**

****Grant Applications requesting books or print material must originate with the District Media Specialist and must be approved by the Media Specialist prior to submitting the application. Materials granted through this way will be the property of the individual school and School District #ISD 595, not the holdings of the grant requestor. Grants not originating through this process will not be considered eligible for the grant process.**

Applicants must use the East Grand Forks Education Foundation Mini-Grant Application. Answers must be typewritten or may be computer generated to simulate the application.

Grant applications submitted in collaboration with others must name one contact person to represent the collaborative team in the grant process.

Application deadlines: Deadlines for Fall 2016 – February 15, 2016 and Spring and Summer 2017 – October 15, 2016. Within 45 days after the deadline, applicants will be notified about the status of their request unless there is a discrepancy in the grant request. The Board reserves the right to extend the granting dates pursuant to granting issues.

The Foundation's Program Committee reviews applications and makes recommendations to the Foundation's Board of Directors for approval. The Foundation may request additional information in evaluating grants. Unfunded applications can be resubmitted for consideration at a future date. Questions should be directed to the Foundation.

Conditions for Grant Recipients

Grant recipients must use Foundation funds only for the purpose requested and must implement projects in a timely manner. Within one month after the project is completed, grantees are to provide a typewritten memo report describing the activities carried on under the grant, evaluating what was achieved, and showing how and for what funds were used. Photographs are welcomed and encouraged.

Items purchased with grant funds become part of the school's inventory. Grant items are to be inventoried and/or catalogued as property of the school (or the school district, if the grant applies to more than one school) and remain with the school as a part of its inventory. If a project cannot be implemented as proposed, the grantee must notify the Foundation as soon as possible and the ensuing funds will be reallocated.

**SUBMIT COMPLETED APPLICATION to:
East Grand Forks Education Foundation
PO Box 588
East Grand Forks, ND 56721**

Applications are NOT accepted via e-mail or fax.

Questions? Contact Pat Jacklitch

E-mail: pajack@gra.midco.net

The East Grand Forks Education Foundation
MINI-GRANT APPLICATION

INSTRUCTIONS: Applications must be typewritten or may be reproduced in word processing to simulate this form. No handwritten applications please. If needed or where requested, you may attach up to one additional page. Limit the total number of pages to three.

DATE:

PROJECT TITLE:

PROJECT CONTACT (One name only; list others below):

SCHOOL(S):

POSITION/TITLE:

TELEPHONE:

OTHERS CO-REQUESTING/CO-ADMINISTERING THIS PROJECT:

(Include Name, Title, School for each co-applicant)

AMOUNT REQUESTED: \$_____, representing _____% of the project's total cost.
(If other funds support this project or have been requested, please indicate in Question 12.)

Summarize your project and your request.

What problem or need does this request address?

What are the expected outcomes from this grant? In other words, how will students' learning be changed or improved if your request is funded? If possible, state outcomes in measurable and time-defined terms.

If applicable, explain how this grant will assist you, as an educator, in being more effective.

Which students will benefit? (Specify the classroom(s) or grade(s) and approximate number of students.)

Describe or briefly outline the main activities, general timeline, and persons responsible for the project. If staff development is a significant element of your project, tell how you will share what you learn with colleagues.

How will you evaluate the outcomes of this project?

On an attached page, summarize your budget. Identify the **Item, Quantity and Unit Price** for each element of your budget, and **total project cost**.

How will the activities be carried on after there is no further dollar support from the Foundation?

If the grant request amount is reduced, would it be accepted? Yes No

Explain your answer:

Is there a deadline beyond which funds would not be helpful? Yes No

If yes, what is the deadline?

Have you applied to any other agency or source for funds, or do you expect to receive other funding? Yes No

If yes, list and explain the status of funds which may be or are expected to be available.

Source: _____ \$ _____ Status: _____

Applicant's signature _____ Date _____

Principal's/director's signature _____ Date _____

Technology Director's signature (if applicable) _____

Media Specialist's signature (if applicable) _____

DEADLINES: OCTOBER 15 and FEBRUARY 15 annually

Date received:	
Application number:	
Funding:	