



**DISTRICT 279 FOUNDATION
2016-17 CLASSROOM GRANT PRE-APPLICATION INFORMATION**

Please review this document in its entirety before starting the online application process.
Contact District 279 Foundation at 763-391-7118 or foundation@district279.org
with any questions.

DEADLINES: Monday November 7, 2016 and Monday, March 6, 2016

GRANT CATEGORIES

Grants must be submitted in one of three categories: **Curriculum Enhancement, Performance or Social Development.**

Curriculum Enhancement: Grant requests may be submitted that will support enhancement of the regular curriculum. (This category requires pre-approval from the Department of Curriculum, Instruction and Educational Standards. Instructions for the pre-approval process are provided below.)

Performance: Grant requests may be submitted that will allow your school or group to take "its show on the road" and share a performance with others. (This grant would pay for transportation costs and other possible expenses incurred as part of the performance.)

Social Development: Grant requests may be submitted that will provide opportunities for students to increase social competence by participating in activities such as community service, leadership development, mentorship, intergenerational learning, diversity awareness or character education.

CLASSROOM GRANT APPLICATION CHECKLIST

- Determine which category applies to your grant.
- Check to be sure that your grant request does not fall within a funding exclusion.
- Seek pre-approval if your grant falls within the category of Curriculum Enhancement. (Instructions are below.)
- Seek pre-approval if your grant involves the purchase of technology items. (Instructions are below.)
- Review the funding guidelines and prepare your grant budget.
- Review the grant judging criteria and the grant application tips.
- Preview the grant application questions and prepare your responses before starting the online application.
- Submit the online grant application available at <http://tinyurl.com/zhsgbzbv>.
- Secure approval from your principal or site leader.

FUNDING EXCLUSIONS

The Foundation does **NOT** fund the following requests:

- Compensation for staff or substitutes
- Proposals for regular curriculum
- T-shirts
- Staff participation in seminars, workshops, college courses or staff development programs
- Consultants that are very high cost when compared to the number of students served
- Food and beverages, unless it is integral to the completion of the proposal
- Any grant request that would result in earned income for a current Foundation Trustee directly or indirectly
- Equipment listed below:
 - 2-way radio
 - Camera (still or video)
 - Cell phone
 - Classroom amplification equipment
 - Computer
 - Document camera
 - DVD burner
 - DVD player
 - Fax machine
 - File cabinet
 - Furniture
 - iPod or MP3 player
 - Kiln
 - Microphone
 - Musical instrument
 - PA system
 - Photocopier
 - Piano
 - Play furniture
 - Printer
 - Projector
 - Security monitor
 - Slide projector
 - Smart board
 - Stereo
 - Student response system (such as Turning Point, Qwisdom, Senteco)
 - Tablet or e-reader
 - Telephone
 - TV studio equipment
 - VCR player
 - Video editing equipment

REQUIRED PRE-APPROVALS

CURRICULUM ENHANCEMENT

If your grant proposal is in the category of Curriculum Enhancement, you must seek pre-approval from the Department of Curriculum, Instruction and Educational Standards (CIES).

For the November 7th classroom grant deadline, you must seek pre-approval from CIES by October 24, 2016.

For the March 6th classroom grant deadline, you must seek pre-approval from CIES by February 21, 2016.

Grants for PreK-5th grade curriculum require approval from Coordinator Robin Gunsolus (gunsolusr@district279.org).

Grants for 6th-12th grade curriculum require approval from Coordinator Sandra Day (days@district279.org).

Once pre-approval has been granted, the CIES Coordinator will notify District 279 Foundation via email (foundation@district279.org).

TECHNOLOGY

If your grant proposal includes a request for technology items, you must seek pre-approval from the Department of Curriculum, Instruction and Educational Standards (CIES).

For the November 7th classroom grant deadline, you must seek pre-approval from CIES by October 24, 2016.

For the March 6th classroom grant deadline, you must seek pre-approval from CIES by February 21, 2016.

Grants for technology items require approval from Coordinator Andi Bodeau (bodeaua@district279.org).

Once pre-approval has been granted, the CIES Coordinator will notify District 279 Foundation via email (foundation@district279.org).

FUNDING GUIDELINES

It is acceptable to base your application on a previously funded grant. However, submittal of a replicated grant from the same site is less likely to be approved or it may be approved for a lower amount than requested.

Typically, the amount funded per grant application is limited to \$2,500. Grant applications with low student participation numbers and high cost per student will be capped at \$100 per student.

Grants may receive partial funding of the requested amount.

BUDGET PREPARATION

Prepare a mathematically accurate budget that includes a detailed description of each item to be purchased.

Provide an estimated cost per student.

Indicate if students will be charged any fees for participation in the project. If so, explain how your project will accommodate students who are unable to pay such fees.

Utilize this information about 2016-17 charter bus rates to determine transportation costs if applicable.



Transportation Department
Educational Service Center

Charter Rates for 2016-17

*** First Student, Inc. ***

Effective 7-1-2016

Minimum Charge (all school buses):	\$95.36 for 2 hours or less
Additional Hours (after 2 hours):	\$47.68 per hour (charged by "live" minutes) i.e.: 22 minutes = .37 (22/60)
Trailers:	No Charge
<u>Within the 7-County Metro Area, all trips will be charged by time only.</u> The 7-county area includes: Hennepin, Anoka, Ramsey, Dakota, Carver, Scott and Washington	
<u>Outside the 7-County Metro Area, rates are as follows:</u>	
Hourly:	\$58.78 per hour
Additional Mileage:	\$2.29 per mile

95.36 Late Cancellation Charge: Failure to cancel a trip within 2 ½ hours of departure time for any trip will be charged the 2-hour minimum of \$95.36/bus. Exceptions would be weather related conditions.

Mileage Calculation: There is no mileage charge unless you go outside the 7 county metro area. Trips which are outside the area will need to be quoted as well as ALL coach bus orders.

Time Calculation: Trip time begins when the bus arrives to pick up your group and ends when the group is returned to the point of origin for a round trip or dropped at the destination for a one-way trip.

Example of Time Calculation:

FB to MN Children's Museum:		FB to MN Children's Museum	
Load @ 9:30am		Load @ 9:30am	
Return @ 3:00pm	\$262.24 (5.5hrs x \$47.68)	Return @ 3:22pm	\$279.88 (5.87 x \$47.68)
Miles (64 round trip)	\$0.00	Miles (64 round trip)	\$0.00
TOTAL:	\$262.24 per bus	TOTAL:	\$279.88 per bus

PLEASE NOTE:

ORDERING: The contract requires one week notice of trip—if not received within that time, the contractor may deny the request if drivers or equipment are not available. Be sure to have the completed request in InfoFinder LE at least 10 days prior to the trip date.

First Student will be handling all of our trips with a few exceptions (driver shortages, high demand of wheelchair bus requests and high volume of field trips and athletic charters on peak days). When we use other bus companies, their rates are an increased rate and vary greatly. This occurs most often when trips you have scheduled fall outside the time frame of 9:30-1:30pm.

Remember, all transportation requests need to be processed through the Transportation Department so we can help alleviate any miscommunication and billing problems. If a school goes out on their own without authorization from the Transportation Department at Osseo Area Schools, it's harder for us to help and we cannot be held responsible for the billing and any other problems that may occur with the trip. Thank you.

GRANT JUDGING CRITERIA

The following criteria are used by the Classroom Grants Committee to determine whether a grant is awarded. Each item is given a score from 0-5 by the committee.

The project is clearly articulated.

Activities are well planned and described in adequate detail.

The project shows innovation and creativity.

The project has obtained significant in-kind, outside funding or volunteer support

The budget breakdown is detailed, reasonable and mathematically accurate.

The number of students served is cost effective.

The project has appropriate and measurable evaluation methods.

The project's impact is likely to extend beyond the period of the grant.

The project is clearly described and professionally presented.

The school has 10% or more students who receive free or reduced lunch.

GRANT APPLICATION TIPS

Since all response fields in the online application are required, you must complete the entire application in one sitting.

Grant applications are read by non-educators, so be clear and concise and avoid acronyms.

Increased length of a grant application does not increase the chance of funding.

PREVIEW OF GRANT APPLICATION QUESTIONS

GENERAL INFORMATION QUESTIONS

Name of grant project

Grant request category

Dollar amount of your grant request

School(s)

Grant writer's name

Grant writer's title

Grant writer's e-mail address

Grant writer's telephone number

PROJECT QUESTIONS

Provide a brief summary of your grant project

Explain the rationale behind your request and the anticipated outcomes

Describe the activities that will take place

Describe the innovative or creative components of the project

How many students will be served by this project? How much student contact time will the project involve?

Describe the number of volunteers involved and their time commitment to this project.

List and describe any funding sources that you have applied for related to this grant and the current status of the requests.

Provide a detailed description of each item to be purchased and a mathematically accurate budget. If your grant includes transportation costs, include them here.

Provide an estimated cost per student (i.e. grant request dollars divided by the number of students served). The cost per student cannot exceed \$100.

Indicate if students will be charged any fees for participation in the project. If so, explain how your project will accommodate students who are unable to pay such fees.

If you are awarded funding for your grant, explain how you will publicly acknowledge the financial support provided by District 279 Foundation.

Describe how you will know if you achieve your intended outcomes. Include what type of data you will be collecting about your project.

AGREEMENT

Submission of your online application will require that you agree to the following conditions:

I understand that all information requested in this application must be filled out completely or the grant application will not be accepted.

If my grant project is funded, the monies must be used exclusively by me, the grant writer, for the project described in this grant application.

If my grant project is funded, I will be required to submit copies of invoices, receipts, etc. to District 279 Foundation. If I do not provide the required Foundation expenditure forms, the Classroom Grants Committee will not consider future grant applications from me. Unused funds from my grant will be returned to District 279 Foundation.

Upon completion of the grant project, I will complete an online survey about the grant project and I will provide at least one photograph of the students engaged in the project.

OPTIONS UPON SUBMISSION OF ONLINE APPLICATION

Upon submission of your online application, you will be given the following options:

Edit your response: This option provides you with a URL that can be used to access to your submitted grant application. Use this option to forward the URL to your principal/site leader. Copy the URL and paste it into an email to your principal/site leader and/or record it for your records. NOTE: Anyone who has the URL for your application will be able to change it, intentionally or not.

Submit another response: This option opens a new online classroom grant application.

REQUIRED APPROVAL FROM PRINCIPAL OR SITE LEADER

Upon completion and submission of the online grant application form, you must contact your principal or site leader and ask him/her to notify the Foundation of their support for the grant via e-mail (foundation@district279.org).