

**2020-2021 SCHOOL YEAR CLASSROOM GRANT PRE-APPLICATION INFORMATION: Revised in Support of Hybrid and Distance Learning for the 2020-2021 Academic Year**

Questions: Visit District 279 Foundation’s website

[www.district279foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants)

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**CLASSROOM GRANT PRE-APPLICATION INFORMATION**

Questions: Visit District 279 Foundation’s website

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or contact the office at 763-391-7118 or foundation@district279.org

**A. APPLICATION PROCESS**

Given the unique challenges of teaching during a global pandemic during the 2020-2021 school year, the District 279 Foundation is temporarily easing its grant criteria, review process and approval timelines to support teachers in securing the necessary supplemental materials, tools and programs that further enable student success in the unique hybrid and distance learning environments. If/when District 279 operations normalize, the District 279 Foundation may return to its standard operating procedures and calendar for grant submissions and review.

Accordingly, **applications may be submitted at any time** from September 1, 2020 to April 30, 2021 and will be reviewed on a rolling basis. The grant writer will be notified regarding approval within 30 days of submission.

**Process**

1. Review this pre-application information - Applicants are encouraged to review this pre-application information prior to starting application.
2. Prepare online application - Classroom grant requests should be submitted using the application form found below.
3. Narrative - see narrative questions below.
4. Budget - the Budget Form can be found on District 279 Foundation’s website[www.district279foundation.org/classroom-grants.html](http://www.district279foundation.org/classroom-grants.html)
5. Preapproval Emails - Prior to submitting the application, the grant writer should request approval from the Principal/Site Leader and if applicable, the appropriate curriculum or technology Coordinator. An email documenting approval should be sent to foundation@district279.org and should include the verbiage: ***“I have read the application for [insert project name] and approve this application for consideration.”*** The approver should cc: the grant writer. Applications that do not have required preapproval will be denied.
* Seek approval from Principal/Site Leader - Preapproval by the Principal/Site Leader is required before submission. The Principal/Site Leader is responsible for ensuring this application complies with all District Policies and Procedures.
* If the project is for curriculum enhancement or technology, seek preapproval from appropriate coordinator
	+ Elementary curriculum requires approval from Coordinator Barb Erickson (ericksonb@district279.org).
	+ Secondary curriculum requires approval from Coordinator Jill Kind (kindj@district279.org).
	+ Technology items require approval by Coordinator Andi Bodeau (bodeaua@district279.org).
1. After completion of the project, submit a report within 30 days of the completion of the funded project. The report can be found on District 279 Foundation website [www.district279foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants)

**TIPS**

* Determine which funding area applies to the project.
* The scope of the request is limited to the same cohort of students as follows:
	+ All students included in a grant application must be included in all activities of that grant application. Multiple activities contained within a grant request must be related by overarching theme, academic standards, or both.
* Applications may be submitted for a previously funded project. However, submittal of a repeat project from the same site is less likely to be approved or it may be approved for a lower amount than requested.
* Check to be sure that the request does not fall within a Funding Exclusion provided below.
* Applications are reviewed by non-educators. Be clear and concise and avoid acronyms.
* The Grant Judging Criteria is provided below.
* Best in Class application examples are available on our website. Note, given changes in the application, writers should refer to the new application and guidelines in any case where these examples contain a discrepancy.

**B. FUNDING OPPORTUNITES**

District 279 Foundation encourages requests that support multiple students i.e. across a grade level or department at a building or across the district. Collaboration is encouraged.

District 279 Foundation provides learning opportunities for students in Osseo Area Schools by funding programs, projects and other opportunities that are not presently available through the district's budget. Any district employee, school volunteer or community member may submit a grant application for consideration. District 279 Foundation seeks to support innovative and creative projects that align with the following areas:

**Enhance Curriculum** - Requests may be submitted that will support the enhancement of the current district curriculum. (This category requires pre-approval from the Department of Curriculum, Instruction and Educational Standards.)

**Experiential Learning** - Requests may be submitted for opportunities which help students develop knowledge, skills, and values from direct experiences that may be unique within or outside a traditional academic setting. Activities may include leadership development, mentorship, intergenerational learning, diversity awareness or character education.

**Contribute to Community** - Requests may be made to facilitate connections with our community and/or provide an opportunity for students to contribute to our community. This experience should help students become responsible, confident, caring, and contributing citizens. Activities may include providing a performance, doing community service, volunteering, attending a community meeting, tidying up a local area, helping a neighborhood.

**C. FUNDING EXCLUSIONS**

**FUNDING EXCLUSIONS:**

* Requests with an average expense of more than $100 per student.
* Requests that result in earned income for a current Foundation Trustee directly or indirectly.
* Requests for other charitable organizations, including providing monetary gifts or the purchase of gifts to be donated to non-profits as prohibited by state statute for school districts. Note: This does not pertain to grant requests to utilize non-profit organization’s goods and services.

**Additionally, requests for the following items will not be considered:**

* 2-way radios
* Compensation for staff or substitutes
* Curriculum materials that replace district curriculum (rather than enhance)
* Consultants at a cost deemed too significant relative to the number of students served
* Cell phones
* Classroom amplification equipment
* Classroom libraries
* Document cameras
* Food and beverages, unless it is integral to the completion of the project
* Classroom furniture, including filing cabinets
* iPod or MP3 players
* Kiln
* Media Center books
* Musical instruments
* PA systems
* Photocopiers
* Printers
* Projectors
* Security monitors
* Slide projectors
* Smart boards
* Staff participation in seminars, workshops, college courses or staff development programs
* Student response system (such as Turning Point, Qwisdom, Senteco)
* T-shirts
* Tablets or e-readers, including iPads, Chromebooks, Surface Pros, etc.

***C. BUDGET PREPARATION***

Grants may receive full or partial funding. The cost per student for the project cannot exceed $100. Requests for funds greater than this limit will be automatically denied in full.

The Budget Form can be found on District 279 Foundation website[www.district279foundation.org/classroom-grants.html](http://www.district279foundation.org/classroom-grants.html). Open the form and save to your own home drive. Please review the sample budget form on the website to help you complete your budget.

**Tips**

* Use the Budget Form to prepare a mathematically accurate budget.
* Include a detailed description of each item to be purchased.
* Indicate if students will be charged any fees for participation in the project as a funding source. Explain how the project will accommodate students who are unable to pay such fees.
* List and describe any additional funding sources that you have applied for related to this project and the current status of the requests.
* If the grant includes transportation costs, include them in the budget. A link to charter rates can be found on the Foundation’s website. [www.district279foundation.org/classroom-grants.html](http://www.district279foundation.org/classroom-grants.html)
* Provide an estimated cost per student.

***D. JUDGING CRITERIA***

Grant submissions during hybrid and distance learning models are judged on their own merit and related to available funding. Requests for repeat grant proposal awards will be considered based on the Grantee Report documentation provided following the previous award.

The following criteria are used by the Classroom Grants Committee to score each grant request. Committee members score each question from 0-5, with 5 being the highest available score.

1. **The number of students served is cost effective.** How are you maximizing the cost-effectiveness per student, not only for students directly impacted but for future students (i.e. reusable materials)?
2. **The budget breakdown is detailed, reasonable and mathematically accurate.** Include additional outside support requested, denied, in process, or approved.
3. **Additional support for the project, including in-kind, volunteer or outside funding, is being or has been already pursued.** Include discounted tickets or programs, pro bono support, busing grants and other similar support, as available.
4. **The need for the project is clearly articulated.** Why is it needed? What’s the bigger picture for why it matters to the students?What is the purpose? Is there background information that is important? Is it linked to district or state standards or the district mission?
5. **Activities are well planned and described in adequate detail**. Include a detailed overview of the project including descriptive and pertinent details.
6. **The project shows innovation and creativity.** Consideration is given for particularly unique ideas. What makes this project unique, either by the nature of the project itself or by elements you are adding to it?
7. **The project has potential for short- and long-term impact.** Consider the impact for the current classrooms/students as well as for future classrooms/students, if applicable.
8. **The project has appropriate and measurable outcomes and evaluation methods.** Reflect on how the success of the project will be evaluated. Pre- and post-surveys? Student assignments and evaluations? Improved test scores in related subject matter?
9. **The project is professionally presented.** All questions are answered, complete information is provided, and the application is typo and error free.
10. **The school has 10% or more students who receive free or reduced lunch.** This information is provided by the District each year.

**DISTRICT 279 FOUNDATION CLASSROOM GRANT APPLICATION**

***E. APPLICATION QUESTIONS***

**UNDERSTANDING OF GUIDELINES**

1. I acknowledge that I have read the pre-application and the list of funding exclusions.

⃞⃞ Yes ⃞ No

1. Does the request include items on the funding exclusion list?

⃞ Yes ⃞ No

**PRIOR GRANT REQUEST**

1. Is this a request for a project that was funded by the Foundation in the last school year?

⃞ Yes ⃞ No

1. If so, is the application being submitted by the same grant writer?

⃞ Yes ⃞ No

1. If so, was a report for the previous grant submitted? If yes, please attach the report here. Note: Repeat requests will not be funded without submission of a report.

**GRANT WRITER CONTACT INFORMATION**

1. Name:
2. Location/site:
3. Title/Position:
4. Email address:
5. Telephone number:
6. List the names, schools, and positions of all staff who will participate in this project.

 If multiple schools, please enter which school should receive the funds.

**PROJECT DESCRIPTION and NARRATIVE QUESTIONS**

1. Project Title: (Give the project a unique name and begin the title with the sites initials e.g., GC - Reach for the Stars.)
2. Program Area: (check one)

⃞ Enhance Curriculum

⃞ Experiential Learning

⃞ Contribute to Community

1. Complete the Budget Form found on the website [www.district279foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants). Open the form, download as Excel spreadsheet, save to complete and upload here.

 List and describe any additional funding sources that you have applied for related to this project and the current status of the requests. Provide a detailed description of each item to be purchased and a mathematically accurate budget. If the project includes transportation costs, include them here.

1. What is the cost of the total project?
2. Total dollar amount of the grant request:
3. How many students will be served by this project during the grant period? (Grants are to be used with one year of funding.)
4. Provide an estimated cost per student (Foundation grant request amount divided by number of students served). Grant requests for more than $100 per student will be declined automatically.
5. Indicate if students will be charged any fees for participation in the project. If so, explain how the project will accommodate students who are unable to pay such fees.
6. Explain the need for this project.
7. Describe in detail the activities that will take place. Including both in-school and out-of-school activities.
8. List and describe the number of staff and non-staff volunteers involved and their time committed to this project. ***We understand than volunteers may not be applicable this year,***

***Depending on the specifics of the grant proposal.***

* 1. Include teachers, ESPs, administrators, etc. and the amount of non-paid time involved for each staff member.
	2. Describe the number of non-staff volunteers involved and their time commitment to this project. Include, parents, community members, and any other unpaid individuals, including chaperones.
1. When will the project take place?
2. What are the anticipated outcomes as they relate to the curriculum and learning objectives? Points are awarded for appropriate and well-written outcome statements.
3. Describe how the intended outcomes will be evaluated. Include the appropriate and measurable evaluation methods that will be used, including quantitative and qualitative as applicable.

**PREAPPROVAL CONTACTS**

1. Name of Principal/Site Leader
2. Email for Principal/Site Leader
3. Name of coordinator (CIES or Technology preapproval if applicable)
4. Email for coordinator (CIES or Technology preapproval if applicable)

**AGREEMENT**

Submission of this application requires understanding and agreement to the following conditions:

1. I understand that all information requested in this application must be filled out completely or the grant application will not be considered for funding.
2. I understand that the principal/site leader must approve this application prior to submission of the request.
3. If the project includes a curriculum enhancement or technology request, I understand that additional approvals are required by the respective Coordinator prior to submission of the request.

**If this project receives funding, I agree to the following terms:**

1. Project Management: The grant funds will be used for the project described in the application and the grant writer will work with the resource/business manager to follow district purchasing guidelines.
2. Report: An online report (http://www.district279foundation.org/classroom-grants.html) will be submitted within 30 days of the completion of the project. I understand that the information I provide in the report may be used in District 279 Foundation communications. The report will include:
3. A brief summary of the project and the progress made towards the intended outcomes.
4. At least one digital photograph of students engaged in the project. Please ensure that any photos you submit comply with data privacy laws (including directory information opt outs). Contact your principal/site leader if you have questions about data privacy.
5. A detailed account of expenditures along with copies of invoices and receipts.
6. Unspent Funds: I understand that any remaining funds not used specifically for the project must be returned to District 279 Foundation within 30 days of completion of the project.
7. Future Funding: I understand that the information provided in the application and report (if applicable) will be used to determine future funding for similar and/or repeated projects.

**Signed:**

Grant writer:

Date:

**Make sure to get preapprovals before emailing the application.**

**Once approved email the completed application, budget form and grant report if applicable to foundation@district279.org.**