



DISTRICT 279 FOUNDATION 2017-18 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: Tuesday, October 31, 2017 and Wednesday, February 28, 2018

A. PROGRAM AREAS

Projects for the following program areas will receive consideration:

Curriculum Enhancement: Grant requests may be submitted to support enhancement of the current curriculum. This category requires preapproval from the Department of Curriculum, Instruction and Educational Standards. Instructions for the preapproval 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.

B. CLASSROOM GRANT APPLICATION CHECKLIST AND TIPS

- ☐ Determine which program area applies to your project.
- ☐ Each project needs to be submitted as its own grant. We will not accept applications with combined projects.
- ☐ Check to be sure that your request does not fall within a Funding Exclusion. See Section C below.
- ☐ **Secure preapproval:**
 - ☐ from your Principal/Site Leader for each application. Principals/Site Leaders are responsible for ensuring grants submitted by their staff comply with all District Policies and Procedures.
 - ☐ if your grant falls within the category of Curriculum Enhancement or Technology Items. See Section D below.
- ☐ Review the Funding Guidelines and prepare your project budget using the Budget Form provided at <https://goo.gl/oT2wDZ>. (click Ctrl and the link)
- ☐ Review the Grant Judging Criteria.
- ☐ Preview the Grant Application Questions and draft your responses in a WORD DOC and ensure you have enough time to complete in one sitting before starting the Online Application as it cannot be started and saved for completion later.
However, answers can be copied and pasted into the online form from another source. Note: 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.

- Submit the online grant application available at <https://goo.gl/forms/T98h0X48wvCDVyDI3> (click Ctrl and the link)

Best in Class Application examples from previous grant cycles and can be reviewed at the following links. Note, given changes in the application for the 2017-2018 school year, writers should refer to the new application and guidelines in any case where these examples contain a discrepancy. (click Ctrl and the link)

- [Reach for the Stars with James Hersch](#)
- [Garden City First Graders Bringing Their Personal Stories to Life Through Book Arts](#)

C. FUNDING EXCLUSIONS

FUNDING EXCLUSIONS:

- Requests for more than \$2,500 in total
- Requests for more than \$100 per student
- Requests that result in earned income for a current Foundation Trustee directly or indirectly

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
- Cameras (still or video)
- Cell phones
- Classroom amplification equipment
- Classroom libraries
- Computers
- Document cameras
- Food and beverages, unless it is integral to the completion of the proposal
- Classroom Furniture, including filing cabinets
- iPod or MP3 players
- Kiln
- Microphone
- 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.
- TV studio equipment
- Video editing equipment

You will be asked to answer the following two questions on the online application.

I acknowledge and understand that I have read the above list.

Does your grant approval include a request for funding of any of the items listed above?

D. REQUIRED PREAPPROVALS

ALL APPLICATIONS

Your grant application needs to be preapproved by the Principal/Site Leader before you submit the final application. The Principal/Site Leader is responsible for ensuring this application complies with all District Policies and Procedures.

APPLICATIONS FOR CURRICULUM ENHANCEMENT

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

- ***Grants for Pre K-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).***

APPLICATIONS FOR TECHNOLOGY

If your grant application includes a request for Technology Items, you must seek preapproval accordingly.

- ***Coordinator Andi Bodeau (bodeaua@district279.org).***

REQUIREMENTS FOR PREAPPROVAL EMAILS SENT BY PRINCIPALS, CURRICULUM AND TECHNOLOGY STAFF

Prior to submitting the application 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." Please make sure to cc: the grant writer. ***Applications that do not have required preapproval will be automatically denied upon receipt.***

E. 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.

Grant requests up to \$2,500 will be considered. The cost per student for the project cannot exceed \$100. Requests for funds greater than these limits will be automatically denied in full.

Grants may receive full or partial funding.

F. BUDGET PREPARATION

Prepare a mathematically accurate budget in the provided Budget Form that includes a detailed description of each item to be purchased. Click here for the Form <https://goo.gl/oT2wDZ>. (click Ctrl and the link)

Click here to preview a [Sample completed budget form](#)

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 2017-18 charter bus rates to determine transportation costs if applicable.

Charter Rates for 2017-18

*** First Student, Inc. ***

Effective 7-1-2017

Minimum Charge (all school buses):	\$98.22 for 2 hours or less
Additional Hours (after 2 hours):	\$49.11 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	\$60.54 per hour
Additional Mileage	\$2.35 per mile

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 \$98.22/bus. Exceptions would be weather related conditions.

Mileage Calculation: There is no mileage charge **unless** you go outside the 7-county metro area.

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. With one-way trips the trip ends at the destination for a one-way trip.

Example of Time Calculation:

FB to MN Children's Museum:

Load @ 9:30am
Return @ 3:00pm \$270.10 (5.5hrs x \$49.11)
Miles (64 round trip) \$0.00
TOTAL: **\$270.10 per bus**

FB to MN Children's Museum

Load @ 9:30am
Return @ 3:22pm \$288.28 (5.87 x \$49.11)
Miles (64 round trip) \$0.00
TOTAL: **\$288.28 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.

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 must be processed through the Transportation Department.
Thank you.

G. GRANT JUDGING CRITERIA

The grant review process is quite competitive and submissions are considered on their own merit as well as in relation to other grant requests and available funding for each grant cycle. 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. Each item is given a score from 0-5, with 5 being the highest available score, by the committee.

1. *The need for the project is clearly articulated.*
2. *Activities are well planned and described in adequate detail.*
3. *The project is clearly described and professionally presented.*
4. *The project shows innovation and creativity.*
5. *The project's impact is likely to extend beyond the period of the grant.*
6. *The project has obtained significant in-kind, outside funding or volunteer support*
7. *The budget breakdown is detailed, reasonable and mathematically accurate.*
8. *The number of students served is cost effective.*
9. *The project has appropriate and measurable evaluation methods.*
10. *The school has 10% or more students who receive free or reduced lunch.*

H. PREVIEW OF GRANT APPLICATION QUESTIONS

GENERAL INFORMATION QUESTIONS

4. Project Title:
5. Program Area:
 - Curriculum Enhancement
 - Performance
 - Social Development
6. Total dollar amount of grant request:
7. Provide an estimated cost per student; that is, grant request dollars divided by the number of students served. The cost per student cannot exceed \$100. Grant requests for more than \$100 will be declined automatically and in full. (Enter dollar amount only).
8. Is this a repeat request for grant monies?
9. Is it being submitted by the same grant writer?

10. Was the report for the previous grant awarded submitted as required? If yes, please attach it here for easy reference. Note, repeat grants are not funded without submission of a grant report for original and/or subsequent requests.

Grants will be considered up to \$2,500. The amount per student should not exceed \$100. Requests for funds greater than these limits will be declined automatically and in full.

11. School(s) included. List the name(s) of all schools that students benefitting from the project attend.
12. Grant writer's name:
13. Grant writer's title:
14. Grant writer's email address:
15. Grant writer's telephone number:

PROJECT QUESTIONS

16. Provide a brief summary of your project request.
17. Explain the need for this project.
18. Describe the activities that will take place in detail, including both in-school and out-of-school activities.
19. Describe the innovative or creative components of the project.
20. Describe the impact it is likely to have beyond the period of the grant.
21. How many students will be served by this project? Provide both the number of students and the amount of time the students will spend on the project.
22. When will the project take place and how much student contact time will the project involve?
23. List and describe the number of staff involved and their time commitment to this project. Include teachers, ESPs, administrators, etc. and the amount of paid/non-paid time involved for each staff member.
24. List and 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.
25. 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 your grant includes transportation costs, include them here. (Attach spreadsheet) Click here <https://goo.gl/9o65Ja>
26. 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.
27. If you are awarded funding for your project, explain how you will publicly acknowledge the financial support provided by District 279 Foundation.

28. What are the anticipated outcomes as they relate to your curriculum and learning objectives? Describe how you will know if you achieve these outcomes. Include the appropriate and measurable evaluation methods you will use, including quantitative and qualitative as applicable.
29. Name of Principal/Site Leader
30. Email for Principal/Site Leader
31. Name of CIES (if applicable)
32. Email for CIES (if applicable)

I. AGREEMENT

Submission of your online application requires your understanding of 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 their respective departments as indicated in the application materials and prior to submission of the request.*

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

- 1. The funding will be managed by the grant writer for the project described in this application.*
- 2. An online report 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:*
 - a. A brief summary of the project and the progress made towards the intended outcomes.*
 - b. 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 the district community relations director if you have questions about data privacy.*
 - c. A detailed account of expenditures along with copies of invoices and receipts.*
 - d. An account of unused funds. Note: Unused funds must be returned to District 279 Foundation within 30 days of the completion of the project.*
- 3. I understand that the information I provide in the application and report (if applicable) will be used to determine future funding for similar and/or repeated projects.*
- 4. I understand that any remaining funds not used specifically as awarded must be returned to District 279 Foundation within 30 days of completion of the project.*