CLASSROOM GRANT PRE-APPLICATION INFORMATION
Questions: Visit District 279 Foundation's website
www.district279foundation.org/classroom-grants
or contact the office at 763-391-7118 or foundation@district279.org

A. APPLICATION PROCESS

Two Grant Cycles Annually: Submission deadlines are October 31 and February 28

Process
1. Review the pre-application information - Applicants are encouraged to review the pre-application information prior to starting the online application.
2. Prepare online application - Classroom grant requests should be submitted using the online application form found on District 279 Foundation website http://www.district279foundation.org/classroom-grants.html
    a) Narrative - see narrative questions below.
    b) Budget - the Budget Form can be found on District 279 Foundation's website http://www.district279foundation.org/classroom-grants.html
3. Preapproval Emails - Prior to submitting the application, the grant writer should request approval from the Principal/Site Leader and if applicable, the appropriate Learning & Achievement 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
        o   Elementary curriculum requires approval from Coordinator Robin Gunsolus (gunsolusr@district279.org).
        o   Secondary curriculum requires approval from Coordinator Jill Kind (kindj@district279.org).
        o   Technology items require approval by Coordinator Andi Bodeau (bodeaua@district279.org).
4. Submit a report - If funded, a report which can be found on District 279 Foundation website http://www.district279foundation.org/classroom-grants.html must be submitted within 30 days of the completion of the project

TIPS

✓ Determine which funding area applies to the project.
✓ Each project needs to be submitted as its own application. Applications with combined projects will not be accepted.
✓ 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.
✓ Preview the grant application questions and draft the responses in a WORD document (see below). Prepare the answers and paste them into the online form. The application cannot be started and saved for completion later.
✓ 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 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 or raising money for a charity/non-profit.

C. FUNDING EXCLUSIONS

FUNDING EXCLUSIONS:
- Requests for more than $2,500 in total.
- 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.

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 project
- 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

C. BUDGET PREPARATION

Grants may receive full or partial funding. 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.

The Budget Form can be found on District 279 Foundation website http://www.district279foundation.org/classroom-grants.html. Open the form, download as Excel spreadsheet, save to complete and upload into the online application.

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. http://www.district279foundation.org/classroom-grants.html
- ✓ Provide an estimated cost per student.

D. JUDGING CRITERIA

The grant review process is 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. Committee members score each question from 0-5, with 5 being the highest available score, by the committee.

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 evaluation methods.** Reflect on the how project will evaluate success? 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.

UNDERSTANDING OF GUIDELINES
1. I acknowledge that I have read the pre-application and the list of funding exclusions.
2. Does the request include items on the funding exclusion list?

PRIOR GRANT REQUEST
3. Is this a request for a project that was funded by the Foundation in the last school year?
   a) If so, is the application being submitted by the same grant writer?
   b) If so, was a report for the previous grant submitted? If yes, please attached the report here.
   Note: Repeat requests will not be funded without submission of a report.

GRANT WRITER CONTACT INFORMATION
4. Name:
5. Location/site
6. Title:
7. Email address:
8. Telephone number:
9. Check the name(s) of all school(s) benefiting from the project.
   a. If multiple schools, please enter which school should receive the funds.

PROJECT DESCRIPTION
10. Project Title:
    Give the project a unique name and begin the title with the sites initials i.e., GC - Reach for the Stars.

11. Program Area:
    ▪ Enhance Curriculum
    ▪ Experiential Learning
    ▪ Contribute to Community

12. Complete the Budget Form found on the website 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.

13. What is the cost of the total project?

14. Total dollar amount of the grant request:
    The maximum amount funded can be no more than $2,500. *Note: do not enter "$ sign".*

15. How many students will be served by this project during the grant period?
    Grants to be used with one year of funding.

16. Provide an estimated cost per student (Foundation grant request amount divided by number of students served). Grant requests for more than $100 per student will be declined automatically. *Note: do not enter "$ sign".*

17. 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.

18. Provide a brief summary of the project.

19. Explain the need for this project.

20. Describe the activities that will take place in detail. Including both in-school and out-of-school activities.

21. List and describe the number of staff and non-staff volunteers involved and their time commitment to this project.
    a. Include teachers, ESPs, administrators, etc. and the amount of paid/non-paid time involved for each staff member.
    b. 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.

22. Describe the innovative or creative components of the project.

23. When will the project take place?

24. Describe the impact it is likely to have beyond the period of the grant.
    a. Consider the impact for the current classrooms/students
    b. Consider the impact for future classrooms/students

25. How much student contact time will the project involve?

26. What are the anticipated outcomes as they relate to the curriculum and learning objectives? Points are awarded for appropriate and well-written outcome statements.

27. Describe how the intended outcomes will be evaluated. Include the appropriate and measurable evaluation methods that will used, including quantitative and qualitative as applicable.

28. If awarded funding, explain how District 279 Foundation will be publicly acknowledged for the financial support provided.

PREAPPROVAL CONTACTS
29. Name of Principal/Site Leader
30. Email for Principal/Site Leader
31. Name of Coordinator (Learning & Achievement or Technology preapproval if applicable)
32. Email for Coordinator (Learning & Achievement 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:
   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 your principal/site leader if you have questions about data privacy.
   c. A detailed account of expenditures along with copies of invoices and receipts.
3. 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.
4. 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.