

**DISTRICT 279 FOUNDATION**

**GRANT APPLICATION**

**Questions:** [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html)

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

**A. STATEMENT OF PURPOSE**

District 279 Foundation provides learning opportunities for scholars 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 Learning & Achievement)

**Experiential Learning** - Requests may be submitted for opportunities which help scholars 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 scholars to contribute to our community. This experience should help scholars 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 or helping a neighborhood.

District 279 Foundation encourages requests that support multiple scholars i.e., across a grade level, department, building or district wide. Collaboration is encouraged.

**B. APPLICATION PROCESS**

**Applications may be submitted at any time** from August 15, 2023, to March 31, 2024. Once received, the grant writer will receive a response within 30 days of the submission.

**Directions**

* The grant writer **must thoroughly** **review** this application information.
* Prepare responses. Completed grant requests need to include these forms:
* Grant Application [this form]
* Grant Budget Form. This form can be found on the District 279 Foundation website: [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html)
* Preapproval Emails. Prior to submitting the application, the grant writer needs to request approval from the Principal/Site Leader and, if applicable, the appropriate curriculum or technology coordinator.
* Seek approval from Principal/Site Leader. Preapproval by the Principal/Site Leader is required before submission of the Grant Application and Grant Budget Form. The Principal/Site Leader is responsible for ensuring this application complies with all District 279 Policies and Procedures.
* Email approvals. An email documenting approval needs to be sent to [foundation@district279.org](mailto: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 the required preapprovals will be denied.
* If the project is for curriculum enhancement or technology, seek preapproval from appropriate coordinator
  + Elementary curriculum requires approval from Coordinator Jamie Boyle ([boylej@district279.org](mailto:boylej@district279.org))
  + Secondary curriculum requires approval from Coordinator Jill Kind ([kindj@district279.org](mailto:kindj@district279.org))
  + Technology items require approval by Coordinator Andi Bodeau ([bodeaua@district279.org](mailto:bodeaua@district279.org)
* After completion of the project, submit the Grant Report Form within 30 days of the completion of the funded project. The Grant Report can be found on District 279 Foundation website [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html)

**TIPS**

* Determine which funding area applies to the project.
* The scope of the request is limited to the same cohort of scholars 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, grant requests of a repeat project from the same site are less likely to be approved or it may be approved for a lower amount than requested.
* Check that the request does not fall within the Funding Exclusion listed below in section C.
* Applications are reviewed by non-educators. Be clear, concise and avoid acronyms.
* The Grant Judging Criteria is provided below listed in section E.
* Quality application examples are available on the District 279 Foundation website [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html). Note, given changes in the application, writers should refer to the new application and guidelines in any case where these examples contain a discrepancy.

**C. FUNDING EXCLUSIONS**

* Requests with an average expense of more than $100 per scholars (note: grants typically do not go beyond $2,500 total)
* 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 items 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.
* \*NEW FOR 2023-24 SCHOOL YEAR: requests for funding over $1,500 for the same grant project from the same school/site as in the past will be subject to funding on a tier system:
  + Year 1 funding requests may receive funding up to 100%
  + Year 2 funding requests may receive funding up to 80% of the amount in Year 1
  + Year 3 funding requests may receive funding up to 60% of the amount in Year 1
  + Year 4 funding requests may receive funding up to 40% of the amount in Year 1
  + Year 5 funding requests may receive funding up to 20% of the amount in Year 1

Once a grant project goes through the 5-year cycle, funding may go back to year 1 (100% funded) with approval from the Grants Disbursement Committee. Note: school year 2023-24 is year 1 for all requests.

**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, or Senteco)
* T-shirts
* Generally, tablets or e-readers, including iPads, Chromebooks, Surface Pros, etc.

**D. BUDGET PREPARATION**

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

The Grant Budget Form is required to be included with the application. The Grant Budget Form can be found on District 279 Foundation website[District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html). Open the form and save it to your own computer. Please review the sample budget form on the website to help you complete your budget.

**Tips**

* Use the Grant 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 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 [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html).
* Provide an estimated cost per student.

**E. JUDGING CRITERIA**

Grant submissions are judged on their own merit and related to available funding. Requests for repeat grant proposal awards will be considered if the terms of the prior grant were fulfilled.

The following criteria are used by the District 279 Foundation Grants Disbursement Committee to score each grant request. Committee members score each question from 0-5, with 5 being the highest available score.

* **The number of scholars served is cost effective.** How are you maximizing the cost-effectiveness per scholar, not only for scholars directly impacted but for future scholars (i.e. reusable materials)?
* **The budget breakdown is detailed, reasonable and mathematically accurate.** Include additional outside support requested, denied, in process or approved.
* **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. Evidence of pursuing outside support will strengthen your application.
* **The need for the project is clearly articulated.** Why is it needed? What’s the bigger picture for why it matters to the scholars?What is the purpose? Is there background information that is important? Is it linked to district or state standards or the district mission?
* **Activities are well planned and described in adequate detail**. Include a detailed overview of the project including descriptive and pertinent details.
* **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?
* **The project has potential for short- and long-term impact.** Consider the impact for the current classrooms/scholars as well as for future classrooms/scholars, if applicable.
* **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?
* **The project is professionally presented.** All questions are answered, complete information is provided, and the application is typo and error free.
* **The school has 10% or more students who receive free or reduced lunch based on data from fiscal year 2022-23.** District 279 now offers free lunch for all students starting school year 2023-24. As this is new to District 279, we will continue to use free or reduced lunch data from the prior school year to contribute points to grant applicants.



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***SAVE THIS PORTION OF THE DOCUMENT ON YOUR COMPUTER***

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**UNDERSTANDING OF GUIDELINES**

1. I acknowledge that I have read the above application information 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

If so, was a Grant Report Form for the previous grant submitted? If yes, please submit a copy of the Grant Report Form along with the application.

*Note: Repeat requests will not be funded without submission of a Grant Report Form.*

**GRANT WRITER CONTACT INFORMATION**

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

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

**PROJECT DESCIRPTION AND NARRATIVE QUESTIONS**

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

⃞ Enhance Curriculum

⃞ Experiential Learning

⃞ Contribute to Community

1. Provide short description of the project (1-3 sentences—who, what and where)
2. Complete the Grant Budget Form found on the website [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html). Open the form, download as Excel spreadsheet, save to complete and include as a separate attachment when emailing the application to [foundation@district279.org](mailto:foundation@district279.org).

* List and describe any additional funding sources that you have applied for related to this project and the 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 on the form.

1. What is the cost of the total project?
2. Total dollar amount of the grant request:
3. How many scholars 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 scholar (Foundation grant request amount divided by number of students served). Grant requests for more than $100 per student will be declined automatically (note: grants typically do no go beyond $2,500).
5. Indicate if scholars 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 volunteers and non-staff volunteers involved and their time committed to this project.
   * Estimated non-paid hours involved for each staff member (includes teachers, ESPs, administrators, etc.)
   * Non-staff volunteer hours (include, parents, community members and any other unpaid individuals including chaperones)
9. List any outside support for this project, including discount tickets, pro bono support, busing grants and other similar support as available (if dollar amounts are known, please include this information in the budget spreadsheet).
10. When will the project take place?
11. What are the anticipated outcomes as they relate to the curriculum and learning objectives? Points are awarded for appropriate and well-written outcome statements.
12. 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 grant 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. Grant Report. Submit a grant report within 30 days of the completion of the project. The Grant Report can be found at [District279Foundation.org/classroom-grants](http://www.district279foundation.org/classroom-grants.html). I understand that the information I provide in the Grant Report Form 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 scholars 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. The Grant Budget Form. Please fill out the blue column on the original Grant Budget form and submit the form with the report.
6. Unspent Funds. I understand that any remaining funds not used specifically for the project will remain with the site and be spent at the site leader’s discretion. All non-consumable items must stay with the site the funds were given to unless worked out with the site leader and foundation prior to moving the items.
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 Name:

Date:

**SUBMIT**

1. Gather preapprovals from Principal/Site Leader and, if applicable, the appropriate curriculum and/or technology Coordinator before submitting the grant application. See Section B of this grant application.
2. Once approved by the Principal/Site Leader and, if applicable, the appropriate curriculum and/or technology Coordinator, email the completed grant application, budget form and grant report [if applicable] to [foundation@district279.org](mailto:foundation@district279.org).