

549 FAMILY FOUNDATION

Grant Application

Have Questions? Please contact an Advisory Committee member listed on our website (www.549family.com), or call 347-0549 (local Perham number).

GRANT CRITERIA: Anyone may submit a grant proposal to benefit ISD549. The 549 Family Foundation provides grants to fund educational programs, projects and other learning opportunities that are not presently funded through the district's budget.

1) **The foundation does not fund:**

- a. Compensation of staff or substitutes.
- b. Proposals for regular curriculum. However, enhancements to the regular curriculum may be submitted with prior district curriculum council approval. We encourage you to check with the district curriculum council before writing your proposal. This includes art, music, and physical education.
- c. Technology such as hardware or software, unless the district's Technology Coordinator gives prior approval to ensure the request is consistent with district technology guidelines.
- d. Consultants that are very high cost when compared to the number of students served.

2) **Generally, the foundation does not fund:**

- a. Equipment that is normally purchased by the district budget.
- b. The purchase of food, unless it is integral to the completion of the proposal.
- c. Participation in seminars, workshops or college courses.

3) **Other grant criteria considered:**

1. The project shows innovation, creativity and uniqueness.
2. The project is clearly described, well planned and matches the theme chosen.
3. The project outcomes are reasonable and likely to succeed based on quality of project design.
4. The need is clearly articulated and other sources of funding are not readily available.
5. The number of students served is cost effective.
6. There is evidence of commitment and volunteer support.
7. The budget breakdown is detailed and reasonable.
8. The project has appropriate and measurable evaluation methods.
9. The project's impact is likely to extend beyond the period of the grant.
10. The project has obtained significant in-kind or outside funding.

4) **For highest consideration**, it is recommended that all grant applications be submitted each year by September 30th of the current school year. For example, for the 2009-2010 school year, grant applications should be submitted by September 30th, 2009. Again, this is only a recommendation.

NAME YOUR PROJECT: _____

PROJECT DATE(S): From: _____ To: _____

GRANT THEMES: *Please choose a theme below that best fits your project.*

- Innovative Uses of Technology
- Diversity Awareness
- Community Service/Character Education
- Intergenerational Learning
- Peer Tutoring/Mentorship's/Role Modeling
- Enhanced Academic Performance
- Increased Family Involvement
- Lifelong Learning/Interdisciplinary Learning
- Leadership Skill Development
- Business Collaboratives
- Improving and Enhancing Literacy
- Appreciation of the Arts

PICK YOUR THEME: _____

GRANT CATEGORY:

- Innovative
A new grant idea that has not been previously funded by the foundation.
- Performance
A grant request that will allow your school or group to take “its show on the road” and share its performance with other schools. This grant would pay for transportation costs and possible costs incurred as part of the performance.
- Multi-year
A successful grant that has been previously funded by the foundation and seeks continued funding for the current year.

What is your “Grant Category”? _____ Innovative _____ Performance _____ Multi-year

Amount Requested: _____ School: _____ Contact Person: _____

E-mail address: _____ Phone: (w) _____ (h) _____

Detailed Project Description:

What outcomes do you expect as a result of this project?

Why is this project needed?

Describe the number of people involved.

	<u># Involved</u>	<u>Grade(s)</u>	<u>Hours/person</u>	<u>Total Hours</u>
<u>Students:</u>	_____	_____	_____	_____
<u>Staff:</u>	_____		_____	_____
<u>Parents:</u>	_____		_____	_____
<u>Community:</u>	_____		_____	_____

ESTIMATED PROJECT BUDGET

ITEM	TOTAL PROJECT COST	CONTRIBUTIONS FROM OTHER SOURCES	DISTRICT BUDGET AVAILABLE	\$ REQUESTED FROM 549 FAMILY
Salaries				
Travel				
Postage, Printing, Phone, etc.				
Rent, Utilities, Insurance, etc.				
Supplies				
Equipment				
Contractual Services				
Administrative Expenses				
Other: Specify				
Other: Specify				
Fees				
TOTAL COSTS				

Estimated cost per student.

Are students expected to pay any expenses/fees in connection with this grant request? If so, how much?

If so, how will your project provide for students with financial needs?

First time applicants may skip page 4 and proceed to page 5.

Complete this page if this is a repeat request.

EVALUATION:

What were the outcomes from your project?

What worked well?

What needed improvement? What adjustments, if any, will be made to your project plan?

What measurable data did you use to determine this project is worth repeating?

Was this project included in the district budget for consideration this year? What happened?

GRANT APPLICATION AGREEMENT

PLEASE read the following VERY carefully!

- #1: I understand that all information must be filled out completely or the application will not be accepted.
- #2: If the project is funded, the monies must be used exclusively for the project and dates described on the application. Funds may not be held over for the next school year.
- #3: To access funds, turn invoices or receipts into District Administration offices so they can attach them to our billing. **549 Family will NOT release any funds without invoices or receipts.**
- #4: Any unused funds must be returned to the 549 Family Foundation.
- #5: As a recipient of funds from 549 Family, **YOU AGREE** to provide the Enterprise Bulletin, and any other media you wish to utilize, with the details of your project, pictures if possible and a thank you to the 549 Family Foundation in a timely manner after the project has taken place. Publicity is our life blood so we are able to continue providing funds for projects such as these.
- #6: **Please keep a copy of this application for your records.**
 - **REMEMBER...**If this request is a curriculum enhancement, it is the responsibility of the applicant to obtain approval from the Curriculum Council.
 - **REMEMBER...**If this request involves new technology for the district, it is the responsibility of the applicant to obtain approval from the Technology Specialist if needed.

Person submitting grant: _____ Today's Date: _____

**Forward the completed application to the PRIMARY building affected by the grant.
PLEASE PRINT A COPY OF YOUR APPLICATION BEFORE SENDING!!!!!!**

- Click here to forward to Heart of the Lakes-Dent Elementary principal.
- Click here to forward to Prairie Wind Middle School principal.
- Click here to forward to Perham High School principal.

This application is now being reviewed by the building principal, the superintendent and the coordinator of the 549 Family Foundation. Once comments are received by the coordinator from the principal and superintendent, your application will be forwarded to the entire advisory board of the foundation for consideration. You can expect a response in writing within 30 days of the date your application was submitted. Thank you!



***STRONG SCHOOLS!
STRONG COMMUNITIES!
STRONG FUTURES!***

***Working together to support the
Perham-Dent schools.***