



WEST FARGO EDUCATIONAL FOUNDATION

Mini-Grant Application

The overall purpose of the mini-grant program is to augment and complement school district efforts to provide students with quality 21st century learning opportunities by building teachers' capacity to plan and facilitate such experiences.

The Foundation awards competitive grants to WFPS staff and schools for innovative educational projects not funded by district, state or federal monies. Applications are due by 5:00 PM on Sunday, December 6. Grant awards will be made on Friday, December 18 and funding will be immediately available. Grant projects may be initiated during the second semester of the 2015-16 school year, or at the beginning of the 2016-17 school year.

To complete your application, please type in the blue fillable text boxes.

APPLICATION DATE:

SCHOOL NAME:

PROJECT TITLE:

MAIN CONTACT PERSON:

Email:

(Blue boxes will expand as you type.)

BRIEFLY DESCRIBE YOUR PROJECT- HOW, WHEN, AND WHERE IT WILL TAKE PLACE:

EXPLAIN HOW IT SUPPORTS YOUR SCHOOL AND/OR DISTRICT STANDARDS AND LEARNING TARGETS:

NUMBER OF STUDENTS TO BE IMPACTED AND HOW WILL THEY BE ACTIVELY INVOLVED IN THE PROJECT:

IS THERE ANYONE ELSE IN THE DISTRICT USING OR TRYING THIS CONCEPT? IF YES, WHAT HAVE YOU LEARNED FROM THE IMPLEMENTATION?

IS YOUR PROJECT COLLABORATING WITH OTHER INDIVIDUALS OR GROUPS? IF SO, WHO AND HOW?

HOW WILL YOU EVALUATE THE PROJECT OUTCOMES? CAN OUTCOMES/RESOURCES BE SHARED?

ADDITIONAL COMMENTS:

Applicants must ask principals and respective department administrators about possible funding before applying to the Foundation. Please indicate who you talked with prior to submitting this application:

(Supervisors may be contacted for confirmation and input.)

Budget Information

Please be detailed in your budget listing of how Foundation grant funds will be spent. For example, list all books, equipment or materials to be purchased, along with prices and shipping costs. Books and equipment should be approved through the appropriate curriculum personnel (Heather Sand, Elementary: 701-499-1061 or Molly Bestge, Secondary: 701-499-1026 and technology through the Technology Department: 701-499-1034).

Budget Details: Item Description <i>(include book title or model #)</i>	Quantity	Cost/Item	Shipping	Total Cost/Item

Total Cost of Supplies for the Project:	
--	--

PLEASE NOTE: Equipment purchased with Foundation grant monies is owned by the District and stays at the school where the grant originated. The grant writer has priority use of equipment.

Non-District Personnel Budget (*Speakers, authors, artists, etc.*)

The Foundation cannot fund district employee salaries. Please contact the HR Department for salary guidelines for positions such as tutors, guest speakers and other non-district staff.

Who/What Position	Fee or # of Hours	Hourly Rate or Fee	Total Cost

Total Cost of Personnel for the Project:	
---	--

If funding from other sources has been requested for this project, please list below.

Funding Source	Items Funded	Amount

Total Amount of Additional Funding:		

Other attachments you are submitting, please list:

I agree to use all monies awarded through this grant application for the intended purpose.

I will complete the grant process by submitting an assessment form when the project has been completed.

Submitted by:

Completed applications are due by 5:00 PM on Sunday, December 6. Please email the completed grant application to Heather Konschak at hkonschak@west-fargo.k12.nd.us.

The applications will be reviewed by a committee and awards will be made on Friday, December 18. The contact person at the top of this form will be notified. For more information please contact Heather Konschak, WFPS Community Relations Coordinator / Educational Foundation staff liaison at (701) 499-1072 or hkonschak@west-fargo.k12.nd.us.