



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 in amounts up to \$500 (total of \$5,000 available) 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 Wednesday, November 30, 2016. Grant awards will be made on Tuesday, December 20, 2016, and funding will be immediately available. Grant projects may be initiated during the second semester of the 2016-17 school year, or at the beginning of the 2017-18 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.)

Applicants must include a letter of support for their project from their principal and/or respective department administrator. Please indicate who provided your letter of support, and include the full letter with your application submission:

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 personnel (curriculum through Heather Sand: 701-499-1061 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:	
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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:	
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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 Wednesday, November 30, 2016. Please email the completed grant application, letter of support and any other supporting documents to Heather Konschak at hkonschak@west-fargo.k12.nd.us.

The applications will be reviewed by a committee and awards will be made on Tuesday, December 20. 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.

Criteria	1	2	3	4
Enhanced Opportunity	The proposal would provide opportunities for students, but similar materials or resources are already available.	The proposal would provide opportunities for students through additional allocation of materials or resources that are already in the curriculum.	The proposal would enhance creative and innovative ways to provide opportunities for students through additional allocation of materials or resources that are already in the curriculum.	The proposal would create or develop new and innovative ways to provide opportunities for students that are not currently possible with given materials or resources.
Aligned with District Strategic Plan Initiatives	The proposal is not particularly innovative and does not clearly address district strategic goals.	The proposal is creative or innovative, but does not clearly address district strategic goals.	The proposal addresses district strategic goals or initiatives clearly.	The proposal addresses district strategic goals or initiatives in creative or innovative ways.
Engagement	There is little evidence the proposal would engage students and staff involved or that it would enhance teaching and/or learning.	The proposal would directly engage most students and staff involved and would enhance teaching and/or learning.	The proposal would directly engage all staff and/or students involved very actively and would enhance teaching and/or learning.	The proposal would directly engage all staff and/or students involved very actively and would help transform teaching and/or learning.
Grant Composition	The proposal is unclear as to purpose and methodology.	The proposal is moderately well written, but is not as clear or relative to purpose or methodology.	The proposal is well written and clear as to purpose and methodology.	The proposal is very well written and very clear as to purpose and methodology.
Collaboration and Replication	The proposal is unclear how this project could be collaborative for a professional team OR replicated in other settings.	The proposal is clear how this project could be collaborative for a professional team OR replicated in other settings.	The proposal is clear how this project could be collaborative and facilitate the growth of a school or professional team.	The proposal is clear how this project is intended to be collaborative and facilitate growth as a professional team.
Budget	The use of funds in the proposal is unclear.	The proposal indicates more of an estimate regarding how the funds will be utilized.	The proposal is clear how all of the funds will be utilized and there's a clear plan for sustainability to make an impact for 1-2 years.	The proposal is clear how all of the funds will be utilized and there's a clear plan for sustainability to make an impact for 3-5 years.



WEST FARGO EDUCATIONAL FOUNDATION

Mini-Grant Guidelines

The overall purpose of the mini-grant program sponsored by the Educational Foundation 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.

Parameters

- Applicants may be a single teacher, a group of teachers/staff, a teacher-parent group, or another West Fargo Public School District employee or employee group.
- There is a total of \$5,000 available for distribution. The award maximum has been set at \$500 for each recipient.
- The building principal, as well as any necessary department leaders (curriculum/technology/special education/CTE/EL/MTSS, etc), need to be consulted about the grant application prior to submission. This is to avoid duplication and to assure that the project cost is not currently funded through the district's general funding process.
- Composition and appearance of the proposal is important; grants are public information and are available for all donors and/or reviewers to read.
- All grant applications will be scored using the same rubric, but applications will be coded into one of four different categories: K-5, 6-8, 9-12, and all other specialty programs (Community High School, Early Childhood Special Education, ELL, Special Education, and before/after school programs). The number of grants awarded to a program or building in a year is not restricted.

Review/Approval Process

- Once the grant window closes, all proposals will first be reviewed by a district-level team of administrators. Additional information may be requested at this time from the grant applicant.
- A Grant Review Committee, comprised of both Foundation members and district staff, will then review all proposals, score them based on the attached rubric, and make recommendations to the Foundation's Board of Directors for approval.
- All applicants will be informed of their proposal status prior to holiday break.
- Grantees must submit a final evaluation report. The Foundation will send an email reminder when reports are due.

Grant applications are available from the Foundation website: www.westfargofoundation.com.

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.