DISTRICT·112
FOUNDATION
Educational Excellence

GRANT APPLICATION GUIDELINES

The District 112 Foundation seeks proposals for grant projects that will contribute to excellence and innovation in District 112 Eastern Carver County Schools.

Who may apply?

Any interested teacher, staff, individual, organization or team of individuals within District 112 seeking funding for their project may submit a proposal to the District 112 Foundation. Grant Application Forms are available at the District 112 Foundation website: **https://sites.google.com/site/district112foundation/teacher-grants-1**

What is the application procedure?

Interested applicants should apply by following the Grant Guidelines and by completing the Grant Application Forms Part A (Cover Sheet) and Part B (Outline.) Applications must be typed and submitted by US Mail to the District 112 Foundation.

What types of projects are eligible for grants?

The District 112 Foundation seeks to fund projects that clearly support the mission of the Foundation: *TO STIMULATE EXCELLENCE AND INNOVATION IN EDUCATION IN EASTERN CARVER COUNTY SCHOOLS.* Projects must become self-supporting when the grant period ends. However, grantees may reapply for additional funding in subsequent school years.

What dollar amount can be requested for a project?*

The District 112 Foundation will consider project requests up to $2,500. Application materials should substantiate the proposed grant activities and the budget. Proposals must include:

- financial details and vendor or supplier quotes
- most important items first; projects are often partially funded

The Foundation does not fund teacher prep time, salaries, substitute teachers, tuition, general school supplies or copies, travel or food or beverage expenses

***Note: Requests above $2,500 will NOT be considered nor will blanket $2,500 requests without details.**

6. How are grants awarded?

A District 112 Foundation grant committee will determine how donor funds will be allocated. This volunteer group is comprised of Foundation board members, parents, community members and business leaders, a liaison from District 112 administration and a liaison from the school board. All grant applications will be reviewed by the grant committee.

The recipients of grant awards will be expected to: 1) provide a short presentation upon request; 2) complete a written report of project results at the end of the grant period; and 3) assist the Foundation in sharing and promoting information about grant activities including the possibility of granting local newspaper interviews or making school board presentations.

Grant allocations are dependent upon yearly donations. Please consider becoming a donor to support the District 112 Foundation's work in your school.

7. What other requirements are there?

The Foundation requires that the District 112 Foundation be identified as a funding source on all literature or hardware, in newspaper articles, in internal communications and in all presentations on grant awarded projects.

GRANT APPLICATION TIMELINE

3. What is the overall timeline for the application process?

Applications are considered and reviewed three times each school year. All applications must be mailed and postmarked by **May 1, Oct. 1, or Feb. 1**

- Applications must be mailed and postmarked by one of the three due dates
- Applicants will be contacted if the committee has questions
- Grants will be announced within 30 days
- Grant funds will be available 30 days after grant announcement
- Grant funds must be used and paperwork submitted within six months of grant payment

GRANT APPLICATION MAILING INSTRUCTIONS

Forward Application Part A (Cover Sheet) and Part B (Outline) by US Mail to:
District 112 Foundation
GRANT APPLICATION
P.O. Box 51
Chaska, MN 55318

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Thank you for your interest in the District 112 Foundation Grant Program.