



The Grand Forks Foundation for Education, Inc.

*Enriching Grand Forks Public Schools with grants, scholarships,
and alumni services.*

Grand Forks Foundation For Education Mini-Grant Information & Application

(previously known as Heartland Partners Mini-Grants)

The Foundation's purpose

The Foundation's purpose is to improve the quality of our children's education by raising private support for new and enhanced educational opportunities in the Grand Forks Public Schools.

About Mini-Grants

Grand Forks Foundation for Education Mini-Grants (*previously known as Heartland Partners Mini-Grants*) are awarded twice yearly. Only Grand Forks Public School District educators are eligible. Any grade level, discipline, course of study, or extracurricular activity is eligible. The number and amount of awards varies. Typically awards range up to \$1,300. Usually about half of applications are funded.

Mini-Grants can be used for a variety of classroom needs, including staff development. Mini-Grants are awarded for projects that are consistent with the school's mission but are not funded or are not sufficiently funded through the Grand Forks Public Schools.

Mini-Grants are awarded in these *broad areas of interest*:

- Special projects that support teaching and learning.
- Imaginative opportunities for new curricula.
- Enriched libraries and fine arts.
- Professional development opportunities for educators.

Application Process

1. Any Grand Forks Public School educator is eligible to apply.
2. Any grade level and any discipline, course of study, or extra-curricular activity that is recognized by the Grand Forks Public Schools as a part of its curricular or extra-curricular program is eligible.
3. Requests must be consistent with the school district's mission and must be within the Foundation's stated areas of interest.
4. Grants will be considered only for projects/uses which are approved but are not funded or are not sufficiently funded through the Grand Forks Public Schools.
5. Grant applications may be submitted by educators individually or collaboratively. Grant applications which show a collaboration of effort within a discipline or course of study, or within a grade level, either intraschool or interschool, are encouraged.
6. Grant Applications requesting technology equipment must be compatible with the district technology plan and must be approved by the technology department prior to submitting the application. Contact: Technology Department at 787-4870 or darin.king@gfschools.org.
7. Applicants must use the Grand Forks Foundation for Education Mini-Grant Application. Answers must be typewritten or may be computer generated to simulate the application.

8. Grant applications submitted in collaboration with others must name one contact person to represent the collaborative team in the grant process.
9. Application deadlines: October 15, for second and summer semester grants, and February 15, for first semester grants. Within about 45 days after the deadline, all applicants will be notified about the status of their request.
10. The Foundation's Program Committee reviews applications and makes recommendations to the Foundation's Board of Directors for approval.
11. The Foundation may request additional information in evaluating grants.
12. Unfunded applications can be resubmitted for consideration at a future date.
13. Questions should be directed to the Foundation executive director.

Conditions for Grant Recipients

1. Grant recipients must use Foundation funds only for the purpose requested and must implement projects in a timely manner.
2. Within one month after the project is completed, grantees are to provide a typewritten memo report describing the activities carried on under the grant, evaluating what was achieved, and showing how and for what funds were used.
3. Items purchased with grant funds become part of the school's inventory. Grant items are to be inventoried and/or catalogued as property of the school (or the school district, if the grant applies to more than one school).
4. If a project cannot be implemented as proposed, the grantee must notify the Foundation as soon as possible.

THE GRAND FORKS FOUNDATION FOR EDUCATION, INC.

2400 47th Av S, PO Box 5475

Grand Forks, ND 58206-5475

Questions? Contact Jenny L. Arel, Executive Director

701.787.4867

E-mail: foundation@gfschools.org

www.gffoundation.org

The Grand Forks Foundation for Education, Inc.
MINI-GRANT APPLICATION
(previously known as Heartland Partners Mini-Grants)

Date received:	
Application number:	
Funding:	

INSTRUCTIONS: Applications must be typewritten or may be reproduced in word processing to simulate this form. No handwritten applications please. If needed or where requested, you may attach up to one additional page. Limit the total number of pages to three.

DATE:

PROJECT TITLE:

PROJECT CONTACT (One name only; list others below):

SCHOOL(S):

POSITION/TITLE:

TELEPHONE:

OTHERS CO-REQUESTING/CO-ADMINISTERING THIS PROJECT:

(Include Name, Title, School for each co-applicant)

AMOUNT REQUESTED: \$_____, representing _____% of the project's total cost.
(If other funds support this project or have been requested, please indicate in Question 12.)

1. Summarize your project and your request.
2. What problem or need does this request address?
3. What are the expected outcomes from this grant? In other words, how will students' learning be changed or improved if your request is funded? If possible, state outcomes in measurable and time-defined terms.
4. If applicable, explain how this grant will assist you, as an educator, in being more effective.
5. Which students will benefit? (Specify the classroom(s) or grade(s) and approximate number of students.)

6. Describe or briefly outline the main activities, general timeline, and persons responsible for the project. If staff development is a significant element of your project, tell how you will share what you learn with colleagues.

7. How will you evaluate the outcomes of this project?

8. In the space provided, or on an attached page, summarize your budget. Identify the **Item**, **Quantity** and **Unit Price** for each element of your budget, and **total project cost**.

9. How will the activities be carried on after there is no further dollar support from the Foundation?

10. If the grant request amount is reduced, would it be accepted? Yes No
 Explain your answer:

11. Is there a deadline beyond which funds would not be helpful? Yes No
 If yes, what is the deadline?

12. Have you applied to any other agency or source for funds, or do you expect to receive other funding? Yes No
 If yes, list and explain the status of funds which may be or are expected to be available.
 Source: _____ \$ _____ Status: _____

Applicant's signature _____ Date _____

Technology Director signature (if applicable) _____

Principal's/director's signature _____ Date _____

SUBMIT COMPLETED APPLICATION to:

Grand Forks Foundation for Education, Inc.

Via U.S. Mail: PO Box 5475, Grand Forks, ND 58206-5475

Via interschool mail (no postage required): Grand Forks Education Center (GFEC)

Applications are NOT accepted via e-mail or fax.

DEADLINES: OCTOBER 15 and February 15 annually