



GRANT APPLICATION GUIDELINES

The District 112 Foundation seeks proposals for projects that will contribute to excellence and innovation in District 112 Public Schools. Guidelines for grant submissions follow:

1. Who may apply?

Any interested individual, organization, or team of individuals within School District 112 may submit a proposal to the District 112 Foundation seeking funding for their project. Applications are available at our website (www.district112foundation.org) or on the District intranet.

2. What is the application procedure?

Interested applicants should apply by following these grant application guidelines and by completing the grant application.

Applications should be typed and submitted to the District 112 Foundation by e-mail (Info@district112foundation.org) or by mail (P.O. Box 51, Chaska, MN 55318). **All applications must be emailed or postmarked by March 18, 2010.** We ask that applicants attach at least one letter of support from their principal or administrator.

3. What is the overall time line for the application process?

March 18, 2010	Applications must be e-mailed or postmarked
April 2010	Applicants will be contacted if the grant committee has any initial questions. Please respond within one week of this request.
May 2010	Grants announced

4. What types of projects are eligible for grants?

The Foundation seeks to fund projects that clearly support the mission of the Foundation: **TO STIMULATE EXCELLENCE AND INNOVATION IN EDUCATION** in District 112.

Grants may be requested to fund planning and implementation of projects. Projects with on-going costs should be designed to become self-supporting when the grant period ends.

Typically travel expenses and the cost of staff development seminars or classes are not funded. We do not, however, wish to stifle any creative projects; so, if these items are essential to your proposal, please explain in detail the need and amount of those expenses. We do however favor volunteerism.

Grants are made for a period of one year or less. **Grant reimbursements must be requested by April 30, 2011.** Grantees may reapply for an additional year of funding. Renewal of funding beyond a one-year period will be contingent upon evaluation of the project's first year and the

availability of funds, and requires reapplication the following year.

5. How much can be requested for a project?

The District 112 Foundation will consider project requests **up to \$3,000.00**. Please include specifics in case partial funding (not full funding) is considered. Application materials should substantiate the amount of the request through description of the proposed activities, the budget and teacher work time. **Please Note:** Requests beyond \$3000 will NOT be considered.

6. How are grants awarded?

The District 112 Foundation – a group of volunteers composed of community members, business leaders, parents, District 112 staff and school board liaisons – will determine how the funds will be allocated. All applications are reviewed carefully by the grant committee. The process will proceed in accordance with the timeline described above.

The recipients of 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 comparing pre- and post-results where applicable; and 3) assist the Foundation in sharing and promoting information about grant and project activities.

7. What other requirements are there?

The District 112 Foundation requests that the Foundation be identified as a funding source on all literature, newspaper articles, hardware, and in all presentations.

.....

**Thank you for your interest in the
District 112 Foundation grant application process!**

