



## Grant Application Guidelines

### **Mission Statement:**

Investing in the education of the New Prague Area School Students.

### **Objectives:**

- to raise funds and obtain resources for the New Prague Area Schools
- to independently allocate funds and resources for projects
- to foster an effective partnership between donors and the New Prague Area Schools

### **Grant Eligibility Criteria and Guidelines:**

The NPA Education Foundation funds projects that:

- a. are innovative and enrich or supplement teaching efforts/learning activities that directly benefit students
- b. develop learning opportunities usually not possible within normal school budget constraints
- c. are clearly defined and have clearly stated purposes, student performance outcomes, methods and procedures
- d. are realistic and educationally sound, with specific materials, resource personnel, tentative schedules and completion dates
- e. include an evaluation and reporting plan focusing on achievement of designated student learning outcomes suitable to the nature of the project
- f. include a budget request that is reasonable, sufficiently detailed and lists other sources of income, if any

Preference usually will be given to projects that:

- a. have unique or innovative components (i.e., pilot projects, model programs, experimental efforts, and creative programs to enhance learning)
- b. are new and have never been funded through the District budget
- c. require start-up support rather than ongoing funding (will consider funding more than a year given availability of funds and evidence of significant learning outcomes, but applicants *should not rely* on NPAEF for any subsequent funds)
- d. enhance learning for larger numbers of students

Projects are ineligible that:

- a. involve the establishment of a permanent foundation or trust, or the creation of a permanent interest-bearing account
- b. request funds for other organizations that are themselves fund raisers
- c. include any liability for the New Prague Area Education Foundation, except for the monetary amount of the grant
- d. pay for an annual subscription or entrance/registration fees

Contact New Prague Area Education Foundation, 952-758-2000 or [info@therootstogrow.org](mailto:info@therootstogrow.org) with any questions.

NPAEF use only: Title \_\_\_\_\_ Grant amount \$ \_\_\_\_\_ Grant # \_\_\_\_\_

Rcvd: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

**New Prague Area Education Foundation Grant Application**  
**Please Type Your Application**

**Please allow 6 – 8 weeks from deadline for grant decisions.**  
**Keep this in mind when stating project start and end dates.**

*Please provide all information requested.*

**Applicant (Primary Contact):**

**Applicant School:**

**Applicant Title (Subject/Grade Level):**

**Applicant School Address, City, Zip:**

**Applicant Telephone:**

**Applicant Email:**

**Project title:**

Project start date:

Project completion date:

**Project Committee**

A three-member committee (usually applicant plus two others) must be established to oversee the project for its duration.

**Second Contact Name** (list Name, Title, School/Address, Telephone, Email):

**Third Contact Name** (list Name, Title, School/Address, Telephone, Email):

By signing, the grant applicant assures that they have discussed this proposal with their principals or supervisors, have verified that funding for the project is not available from normal school or District sources, will commit the time needed to conduct the work described in this application, and will complete the required status and final report. By signing, principals and supervisors assure that the project team members have approval to implement the project and that the project meets the overall mission of their site or program within the District.

_____ Applicant's signature	_____ Date
_____ Principal/Supervisor's signature	_____ Date

**Return to:**

NPAEF Grants Committee  
P.O. Box 171  
New Prague, MN 56071

[info@therootstogrow.org](mailto:info@therootstogrow.org)  
Phone: 952-758-2000

# PROJECT SUMMARY

You may delete any unnecessary spacing.

**Project Title:**

**Project Summary (150 words max):**

**What is the need or rationale for the project:**

**Who are the learners to be affected:**

**How many learners would be affected (primarily):**

**Describe the activities of the project and provide a timetable of events:**

**How will this project provide new and/or unique learning opportunities:**

**Describe specific student learning outcomes of the project, both measurable and intrinsic (know, do, value, create), and how these outcomes will be reached:**

# PROJECT BUDGET

**Total Project Budget:**

**Amount requested from NPAEF:**

**Project Budget Specifics (you may attach your own format)**

Provide specific information about costs, which may include salaries, materials, equipment, supplies, transportation and other expenses. Be advised that NPAEF typically does not underwrite meals, lodging and the like.

Expense	Description	Estimated Cost (\$)
<b>Total project costs</b>		
<b>Amount requested from NPAEF</b>		
<b>Amount from other sources</b>		

**Cooperating Organization:**

If this project involves a cooperating organization, please attach a letter of participation that states the cooperating organization's contributions and responsibilities. Such collaboration is desired but not required.

Name of organization:

Check here if such a letter is attached

## **PROJECT EVALUATION AND ACKNOWLEDGMENT**

**Describe how this project will be evaluated. How will you evaluate the degree to which the specific learning outcomes have been achieved? Include a description of how and with whom the results of the evaluation will be shared. Note: Please provide NPAEF a copy of the evaluation and any pictures or publications.**

**In what ways will you be able to publicly acknowledge support provided by the NPA Education Foundation?**

**Upon your projects completion, who will be able to present (and when) a 15 minute summary of the project to the NPAEF board?**

**Please describe the project in 2-4 sentences. This will be used for NPAEF promotional materials.**