

# Classroom-Focused Grant Application

## Education Minnesota Foundation for Excellence in Teaching and Learning

*Mission: Education Minnesota's Foundation for Excellence in Teaching and Learning:  
promoting vision, best practice and achievement*

### Classroom-Focused Grant

Classroom-Focused Grants are intended for licensed personnel\* who work with students and wish to improve their practice and student achievement. You may request up to \$3,000 for a project you design now and implement in the upcoming school year.

Preference is given to projects that address the needs of diverse students or students at risk of failure, involve partnerships, have measurable or observable outcomes, and are replicable.

### Second-Year Classroom Grant

This application is intended for previous Classroom-Focused Grant recipients (formerly called Classroom Project and Classroom Technology) who wish to expand on their original objectives, and who have the potential to realize additional goals based on the learning and outcomes of their first grant. You may request up to \$3,000.

A second year of funding may be awarded to a current grant recipient who meets the following guidelines:

- Mid-year financial report has been filed with the Foundation office (Nov. 21 of your first grant year).
- The applicant has reasonable expectation of being employed in the capacity to carry out the grant if awarded.
- The applicant continues to be an active member of Education Minnesota.
- The data sheet is completed and returned with the narrative questions to the Foundation by the deadline; these two items constitute the application.

Classroom-Focused Grants (including Second-Year Classroom) will be awarded once per school year.

**Deadline:**..... 4 p.m., December 8, 2017

**Grants awarded by:**..... March 2018

**Funds to be spent by:**..... February 2019

Signed and scanned applications in .pdf format are preferred and can be emailed to [foundation@edmn.org](mailto:foundation@edmn.org). All applications are reviewed by the Board of Trustees of the Foundation—teachers and support professionals who are members of Education Minnesota.

*\*Includes classroom teachers, guidance counselors and others who require a license to carry out their work with students.*



# Questions to ask yourself before beginning the application process.

## Classroom-Focused and Second-Year Classroom

- Am I an active, dues-paying member of Education Minnesota?
- Do I have a reasonable expectation of being in a position to manage a project during the next school year?
- Do I have information that leads me to believe that the project I am considering will improve student achievement?
- Does my project idea address the needs of diverse students or students at risk of failure?
- Do I have partners with whom I can plan and implement this project?
- Am I willing to share my learnings from this project with other educators?

## If your application requests funds to purchase technology:

- Do I have the information that leads me to believe that the project I am considering will improve students' use and understanding of technology?
- Is my project in alignment with my employer's technology and communication policy? Have I considered security issues and technical support?
- Have I considered the need for internet access, apps, etc. that support my project?

If you answered "yes" to these questions and you did not request reimbursement of the \$5 assessment to the Foundation, you should feel confident that the Foundation will give your project serious consideration. If you answered "no" to some of the questions, please view the below topics on [www.edmnfoundation.org](http://www.edmnfoundation.org).

- Assistance in the form of a tutorial – see "How to write a grant"
- Types of grants funded – see "Previous grant recipients"

# Classroom-Focused Grant Application: Data Sheet

**ALL APPLICANTS MUST ADDRESS ALL NARRATIVE TOPICS AND COMPLETE THE DATA SHEET.  
PLEASE CHOOSE ONLY ONE GRANT BELOW.**

I am applying for a:

Classroom-Focused Grant     Second-Year Classroom Grant

Project Coordinator's name (one person only): \_\_\_\_\_

Project title: \_\_\_\_\_

Total amount requested: \$ \_\_\_\_\_

Project Coordinator's title/assignment: \_\_\_\_\_

Previous Grant File # (if applying for Second-Year Classroom): \_\_\_\_\_

Home address, city, state, ZIP: \_\_\_\_\_

Home phone: \_\_\_\_\_

School name: \_\_\_\_\_

School address, city, state, ZIP: \_\_\_\_\_

School phone: \_\_\_\_\_

Email address: \_\_\_\_\_

CONTINUED ON BACK

Team members (indicate which individuals are Education Minnesota members): \_\_\_\_\_

I understand that I will submit a report at the end of the project and that Education Minnesota may publicize my project.

The Education Minnesota Foundation will only fund proposals that are the original work of the person submitting the grant request. Applicants are not permitted to submit the work of anyone else as their own. My signature below indicates that I am the author of this proposal and I have properly attributed authorship to the extent I have based this proposal on the work of others.

Signature: \_\_\_\_\_

**ALL APPLICATIONS MUST BE RECEIVED BY THIS OFFICE NO LATER THAN 4 P.M. ON THE DUE DATE.**

Mail/email grant applications to:  
Education Minnesota Foundation for Excellence in Teaching and Learning  
41 Sherburne Ave., St. Paul, MN 55103-2196  
foundation@edmn.org – 800-652-9073

*Note: Please expect a confirmation email within 1 week of submitting your application. If you do not hear back from the Foundation with a confirmation that your application was received, please contact Sam Jasenosky at sam.jasenosky@edmn.org or 651-292-4869.*

**YOUR LOCAL/AFFILIATE PRESIDENT SHOULD COMPLETE THIS SECTION.**

Local/Affiliate Organization: \_\_\_\_\_

Local/Affiliate President's Name (please print): \_\_\_\_\_

President's email: \_\_\_\_\_

My signature below indicates that I am aware of this application and should this project be awarded grant funds, the local agrees to support the member. My signature also certifies that the member coordinator is a member of Education Minnesota holding active membership status.

Signature of Local or Affiliate President: \_\_\_\_\_

Date: \_\_\_\_\_

# Classroom-Focused Grant Application: Narrative

**ALL APPLICANTS MUST ADDRESS ALL NARRATIVE TOPICS AND COMPLETE THE DATA SHEET.**

Please use double spacing, Times New Roman 12-point type on single-sided paper. Be sure to number and label your responses, and limit your narrative length to four pages or fewer.

1. Write a one paragraph summary of your project and what you expect to accomplish.
2. Describe the demographics and needs of your student population.
3. The Foundation's mission for Classroom-Focused Grants is to fund new and promising classroom practices. We're encouraging educators to be creative in meeting diverse student needs. How is your project a new and different approach to meeting your students' needs?
4. Classroom-Focused Grants go to projects that can expect to have a direct impact on the identified student needs. We look for a direct relationship between the need, the activities (or the project) and the intended outcome(s) in your answers to these four questions:
  - What are the intended outcomes of your project?
  - How do they relate to your stated student needs?
  - Why is this project likely to produce your intended outcomes?
  - What is the relevant educational research on this topic?
5. Successful Classroom-Focused Grant applications use a clearly defined and feasible plan of action.
  - Describe the roles of all involved parties (students, educators, parents, community or others).
  - Describe how project activities are student-centered.
  - Include a timeline or flow chart that indicates approximately when major activities will take place.
6. Grant recipients will be expected to collect information and use it to monitor and adjust their projects (all recipients receive training in data collection, analysis and reporting).
  - What data related to student need will you have at the beginning of your project to use as a baseline?
  - What data do you plan to collect to determine the success of your project following completion?
7. Classroom-Focused Grant applications with detailed, well-planned budgets that reflect benefit to students are more likely to be funded.
  - Create an original table or chart that includes items/materials and approximate costs (photo copies of price lists and catalogs are not required)
  - List any additional funds requested or received and any in-kind contributions.

*(SEE BACK FOR SECOND-YEAR CLASSROOM NARRATIVE QUESTIONS)*

## Second-Year Classroom

1. Summarize what you believe is the key learning thus far from the first year of your project.
2. What do you propose to do to advance teaching and learning in a second year? What data have you collected/analyzed that supports this new effort?
3. If more than one year has elapsed since the end of your first project, what has transpired since then to motivate this application?
4. Include a budget for year two in a table or chart; include any plans for acquiring additional, sustainable funding for this project. The maximum request is \$3,000; matching funds and in-kind donations will need to be verified at the time of the award.

In addition to these four questions, your original application (for the current project) will be re-examined by the Board reviewers. They will be looking for the following points and how they relate to the new application:

- What were the original objectives?
- What data are/were to be used to measure success? Is evaluation of the project an ongoing activity?

Your application will be reviewed only when it is considered “complete”—that is, all questions are answered, all documents mentioned above are attached, and a completed and signed data sheet is received. If all items are not received, your application will not be reviewed by the Foundation Board of Trustees.

41 Sherburne Ave., St. Paul, MN 55103  
651-227-9541 800-652-9073 Fax 651-292-4801  
[www.edmnfoundation.org](http://www.edmnfoundation.org)  
[www.educationminnesota.org](http://www.educationminnesota.org)

*Education Minnesota is an affiliate of the American Federation of Teachers,  
the National Education Association and AFL-CIO.*

