

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. Applicants may request up to \$3,000 for a project designed to be implemented during 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.

Classroom-Focused Grants will be awarded once per school year.

Deadline:..... **4 p.m., December 6, 2019**

Grants awarded by:..... **March 2020**

Funds to be spent by:..... **February 2021**

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. Applicants 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 (by November of the 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.

Second-Year Classroom Grants will be awarded once per school year.

Deadline:..... **4 p.m., April 3, 2020**

Grants awarded by:..... **June 2020**

Funds to be spent by:..... **May 2021**

Signed and scanned applications in .pdf format can be emailed to foundation@edmn.org. Applicants may also apply online at: www.edmnfoundation.org. All applications are reviewed by the Board of Trustees of the Foundation—teachers and education 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 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 what I learn 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.

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

Note for applicants from the Education Minnesota Foundation Board

The Education Minnesota Foundation Board cannot fund applications that request stipends for members' time. Stipends for outside services may be funded. If you have questions about this, please contact Dayonna Knutson at dayonna.knutson@edmn.org.

Classroom-Focused Grant Application: Data Sheet

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

I am applying for a:

Classroom-Focused Grant Second-Year Classroom Grant

Applicant name: _____

Previous file number (if applying for Second-Year Classroom): _____

Total amount requested: \$ _____

Applicant's job title/assignment: _____

Home address, city, state, ZIP: _____

Mobile phone: _____

Email address: _____

Worksite: _____

Worksite address, city, state, ZIP: _____

Work phone: _____

List any team members (all team members must be members of Education Minnesota): _____

CONTINUED ON BACK

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 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

Apply online at: www.edmnfoundation.org

Note: Please expect a confirmation email within one 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 or MSCF/UEA organization: _____

Local/affiliate or MSCF/UEA 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 applicant is an Education Minnesota member holding active membership status, and the local affiliate will act as fiscal agent for grant funds.

Signature of president: _____

Date: _____

Classroom-Focused Grant Application: Narrative

APPLICANTS MUST ADDRESS ALL NARRATIVE QUESTIONS.

Please use double spacing, Times New Roman 12-point type on single-sided paper. Be sure to number and label your responses.

1. One-paragraph summary

Write a one-paragraph summary of your proposal and what you expect to accomplish.

2. Needs and approach

The Foundation's mission for Classroom-Focused Grants is to fund new and promising classroom practices. Educators are encouraged to be creative in meeting diverse student needs.

- a. Describe the needs of your students.
- b. How is your project a new and different approach to meeting your these needs?

3. Plan of action

Successful Classroom-Focused Grant applications use a clearly defined and feasible plan of action.

- a. Describe the intended outcomes.
- b. Describe your process for evaluating whether or not your intended outcomes will be achieved.
- c. In a chart or table, list your budget expense items (e.g., conference registration, speaker fee, necessary materials) and the amount requested for each item. If your budget reflects a total amount over the maximum funding amount, please include in-kind or matching donations to help the board understand how the rest of your request will be funded.

4. Research and outcomes

The Foundation hopes Classroom-Focused Grants have a direct impact on identified student needs. The board looks for a direct relationship between the need, the activities (or the project), and the intended outcome(s) in your answers to these questions:

- a. What is the relevant educational research on this topic?
- b. What are the intended outcomes of your project?
- c. How do they relate to your stated student needs?
- d. Why is this project likely to produce your intended outcomes?

5. Data collection

Classroom-Focused Grant recipients will be expected to collect data and use it to monitor and adjust their projects.

- a. What qualitative or quantitative baseline data do you have to support the need for this project?
- b. What data will you collect to evaluate your project?
- c. Describe the demographics of your project audience.

Second-Year Classroom

1. One-paragraph summary

Write a one-paragraph summary describing the first year of your project.

- What did you learn from the first year?
- Explain any aspects of the first year that went well or that failed to go well.
- If more than one year has passed since the end of the original project, please explain what has transpired since the original project to motivate this application.

2. Data collection

Second-Year Classroom Grant recipients will be expected to collect data and use it to monitor and adjust their projects.

- What qualitative or quantitative data do you have to support the need for this project to be continued into a second year?
- Think back to your original Classroom-Focused Grant application when you explained what type of data you would collect to evaluate your project. How useful was the data collected?
- What data will you collect to evaluate your project in its second year?
- Describe the demographics of your project audience. Be specific if there are any changes in the audience from the original Classroom-Focused Grant.

3. Plan of action

Successful extensions of Classroom-Focused Grant applications use a clearly defined and feasible plan of action.

- Describe the intended outcomes.
- Describe your process for evaluating whether or not your intended outcomes will be achieved.
- In a chart or table, list your budget expense items (e.g., conference registration, speaker fee, necessary materials) and the amount requested for each item. If your budget reflects a total amount over the maximum funding amount, please include in-kind or matching donations to help the board understand how the rest of your request will be funded.

In addition to these 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?

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41 Sherburne Ave., St. Paul, MN 55103
651-227-9541 800-652-9073 Fax 651-292-4801
www.edmnfoundation.org
www.educationminnesota.org

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

