

# Classroom-Focused Grant Application

## Education Minnesota Foundation for Excellence in Teaching and Learning

*Mission: 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., Dec. 4, 2020

**Grants awarded by:**..... March 2021

**Funds to be spent by:**..... April 2022

### 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 2, 2021


**Grants awarded by:**..... June 2021

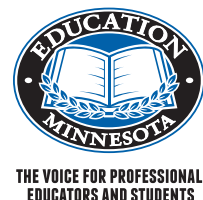
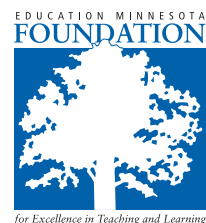
**Funds to be spent by:**..... May 2022

Signed and scanned applications in PDF format can be emailed to [foundation@edmn.org](mailto:foundation@edmn.org). Applicants may also apply online at [www.edmnfoundation.org](http://www.edmnfoundation.org). All applications are reviewed by the Board of Trustees of the Foundation—teachers, education support professionals and higher education faculty who are members of Education Minnesota.

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

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.  1473*





# 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](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."

## 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](mailto: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): \_\_\_\_\_

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

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](http://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 email foundation@edmn.org with a request for confirmation of application received.

**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 FOLLOW THESE GUIDELINES WHEN DRAFTING YOUR NARRATIVE:**

1. Your final narrative should not exceed two typed pages.
2. The narrative should be double spaced.
3. Use Times New Roman.
4. In a 12-point font.
5. Also, in a separate Excel spreadsheet or table, include your budget explaining how you plan to use the grant funds.

Please address the following four points in your written narrative, one paragraph each, and remember to label or number your responses. The use of bullet points when necessary is acceptable.

## **1. Summary**

In a short paragraph, describe your project proposal and what you hope to achieve with your project.

## **2. Needs and approach**

In one paragraph, describe

- a. the demographics and needs of your students, and
- b. how your project will meet these needs in a new and different way from what is already being done in the classroom.

## **3. Plan of action**

In one paragraph, describe

- a. the goals, and
- b. intended outcomes.

Share any relevant educational research to support your project.

## **4. Data collection and evaluation**

In one paragraph, describe

- c. what data you will collect (quantitative and qualitative baseline data, such as classroom observations, grades, trends, etc.), and
- d. how you will use that data to evaluate your project to decide whether you have met your intended outcomes.

In a separate Excel spreadsheet or a table, please provide the following information regarding your project's budget.

## **5. Budget**

In a table, indicate your budget for the project. If your budget reflects a total amount over the maximum funding amount, please include in-kind (in-kind contributions are donations of goods, services, or time—anything donated that is not money), matching donations, or out-of-pocket expenses to help the board understand how the rest of your request will be funded. Please provide any additional narrative that may be needed to explain the budget.

## Second-Year Classroom

### APPLICANTS MUST ADDRESS ALL NARRATIVE QUESTIONS. PLEASE FOLLOW THESE GUIDELINES WHEN DRAFTING YOUR NARRATIVE:

1. Your final narrative should not exceed two typed pages.
2. The narrative should be double spaced.
3. Use Times New Roman.
4. In a 12-point font.
5. Also, in a separate Excel spreadsheet or table, include your budget explaining how you plan to use the grant funds.

Please address the following three points in your written narrative, one paragraph each, and remember to label or number your responses. The use of bullet points when necessary is acceptable.

#### **1. Summary of first project**

In a short paragraph, give a summary of the first year of your project including your results. 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. Need and data collection**

In a paragraph, describe

- a. the need for your project to be continued into a second year,
- b. along with the data you collected to evaluate the original project.
- c. Also include the ways in which you plan to continue collecting data or if you plan to collect new data.

#### **3. Plan of action and evaluation**

In a paragraph,

- a. describe the outcomes you hope to achieve, and
- b. how you will evaluate whether you have met those outcomes.

In a separate Excel spreadsheet or a table, please provide the following information regarding your project's budget.

#### **4. Budget**

In a table, indicate your budget for the project. If your budget reflects a total amount over the maximum funding amount, please include in-kind (in-kind contributions are donations of goods, services, or time—anything donated that is not money), matching donations, or out-of-pocket expenses to help the board understand how the rest of your request will be funded. Please provide any additional narrative that may be needed to explain the budget.

In addition to these questions, your original application (for the current project) will be re-examined by the Board reviewers. They will look at your objectives and what data you intended to use to measure the success of your initial project.

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