

Classroom-focused Grant Application

Education Minnesota Foundation for Excellence in Teaching and Learning

Mission: promotes educators' innovation and achievement focused on the practices of equity and inclusion

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. 1, 2023*

Grants awarded by:..... *March 2024*

Funds to be spent by:..... *April 2025*

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

Deadline:..... *4 p.m., April 5, 2024*

Grants awarded by:..... *June 2024*

Funds to be spent by:..... *May 2025*

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—licensed educators, 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
www.edmnfoundation.org
www.educationminnesota.org

Education Minnesota Foundation is an affiliate of Education Minnesota, the American Federation of Teachers, the National Education Association and AFL-CIO. © 2023 3751



Questions to ask yourself before beginning the application process.

Classroom-focused and Second-Year Classroom-focused

- 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-focused Grant

Project Coordinator (Applicant) name: _____

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

Project title: _____

Total amount requested: \$ _____

Project Coordinator's (Applicant's) job title/assignment: _____

Home address, city, state, ZIP: _____

Mobile phone: _____

Regularly checked 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.

Project Coordinator (Applicant) signature: _____

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

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 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: _____

Local/affiliate treasurer's name (please print): _____

Treasurer'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.

Classroom-focused grants are project focused, not item focused. Items requested must be used in a project.

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 the purpose of your project and what you hope to achieve if you receive the grant.

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.

Visit www.edmnfoundation.org/budget for examples of how to write a budget.

Second-Year Classroom-focused

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.

Visit www.edmnfoundation.org/budget for examples of how to write a budget.

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