

# IMPACT 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*

### Foundation's goal

The Education Minnesota Foundation seeks to encourage and support broad-based efforts to inject meaningful, long-lasting change in the policies and practices that shape teaching and learning. Using innovative program designs and projects, and in partnership with agents most likely to assist in driving these changes, the Foundation ultimately expects to positively impact the learning experiences of students in Minnesota.

The Foundation believes that a major and effective way to attain this far-reaching goal will be through systemic improvements in the experiences of educators and students. Through this grant, it is the Foundation's intent to promote the research, development and adoption of policies and practices that will become the basis for those improvements.

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

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

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

### Overview

The program consists of awards for theme-based, renewable projects with second-year funding contingent on progress toward the goal demonstrated in year one. IMPACT Grant projects must be coordinated by an active member of Education Minnesota who has teamed up with a nonprofit organization or their local union/school district. Up to \$15,000 is available for one year. The budget should reflect a one-year project.

This grant program is not designed to accommodate individual classes or improvements to specific curricula; rather, the intent is to influence policies and generalized practices concerning educators and students.


Written applications will be screened with leading applicants presenting their proposal to the Foundation Board of Trustees for final decision.

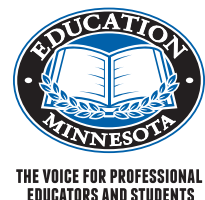
Signed and scanned applications in PDF format can be emailed to [foundation@edmn.org](mailto:foundation@edmn.org). Applicants may also apply online at [www.edmnfoundation.org](http://www.edmnfoundation.org). All applications are reviewed by the Board of Trustees of the Foundation—teachers, education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

### Second-Year IMPACT Grant Extensions

IMPACT Grant awardees seeking a second year of funding must fill out the Request for Continuation IMPACT Grant Letter. To receive this form, please email [foundation@edmn.org](mailto:foundation@edmn.org) with the subject line, “**Request for Continuation IMPACT Grant Letter.**” The Request for Continuation IMPACT Grant Letter is due by the first Friday in April of the year the original IMPACT Grant's forms are due.

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

Education Minnesota Foundation is an affiliate of Education Minnesota, the American Federation of Teachers, the National Education Association and AFL-CIO.  3753



## *Questions to ask yourself before beginning the application process*

- 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 a nonprofit organization or is my local union willing to team up with me for this project?
- Do I have information that leads me to believe that the project I am considering will improve student and educator learning?

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.

### **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).

# IMPACT Grant Application: Data Sheet

**APPLICANTS MUST COMPLETE THE DATA SHEET AND ADDRESS ALL NARRATIVE QUESTIONS. THE EDUCATION MINNESOTA MEMBER APPLYING FOR THE PROJECT IS RESPONSIBLE FOR COMPLETING THE APPLICATION. IT SHOULD NOT BE COMPLETED BY THE NONPROFIT PARTNER OR THE LOCAL PRESIDENT UNLESS THE LOCAL PRESIDENT IS SUBMITTING AN APPLICATION ON THEIR OWN BEHALF.**

Project Coordinator (Applicant) name: \_\_\_\_\_

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

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

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

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

Mobile phone: \_\_\_\_\_

Regularly checked email address: \_\_\_\_\_

Is the organization with which you're planning to work a nonprofit?  Yes  No

If yes, please provide a copy of the nonprofit's IRS letter of tax exemption.

Nonprofit employer identification number (EIN): \_\_\_\_\_

Nonprofit name: \_\_\_\_\_

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

Nonprofit phone: \_\_\_\_\_

Nonprofit partner contact name: \_\_\_\_\_

Nonprofit partner contact email address: \_\_\_\_\_

List any team members and their affiliation (**all educator team members must be members of Education Minnesota**):

\_\_\_\_\_

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](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](mailto: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 or MSCF/UEA 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: \_\_\_\_\_

# IMPACT Grant Application: Narrative

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

1. Your final narrative should not exceed eight typed pages.
2. The narrative should be double spaced.
3. Use Times New Roman.
4. In a 12-point font.
5. Be sure to number and label your responses.

Please address the following six points in your written narrative. The use of bullet points when necessary is acceptable.

## 1. One-paragraph summary

Write a one-paragraph summary of your proposal that includes a theme/issue the proposal will address and the proposal's intended outcomes.

## 2. Involvement and influence

IMPACT Grants must be member-driven with student and educator learning as the ultimate outcome.

- a. *How does this project intend to include members of Education Minnesota?*
- b. *How does this project propose to ultimately affect student and educator learning?*

## 3. Plan of action

Successful IMPACT 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. *Include a flowchart or timeline indicating when approximately major activities will take place.*
- d. *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. Visit [www.edmnfoundation.org/budget](http://www.edmnfoundation.org/budget) for examples of how to write a budget.*

## 4. Systemic change

IMPACT Grants are awarded to projects that support systemic change in the policies and practices that shape teaching and learning.

- a. *What capacity does this project have for systemic change related to the policies and practices that shape teaching and learning beyond one classroom?*
- b. *Describe how, if at all possible, this project could extend beyond one building and into the district or from the district to statewide implementation.*

## 5. Partnership

IMPACT Grant applications must be written in a way that teams the applicant with a nonprofit organization—which may include the applicant’s local union or school district—from the community.

- a. *Describe the nonprofit organization or local union/school district with which you’re planning to work.*
- b. *Explain why partnership with this nonprofit organization or local union/school district would enhance the project’s success.*
- c. *If working with a nonprofit organization (not applicable to applicants teaming up with their local union/school district), please include a one-page copy of the organization’s Internal Revenue Service (IRS) nonprofit determination letter with your application.*

## 6. Data collection

IMPACT 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 in terms of students and educators.*

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.

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