

## **THIEF RIVER FALLS EDUCATION FOUNDATION GRANT APPLICATION**

### General Guidelines for Grants:

Who may apply? Administrators, teachers, students, education support groups.

### Types of Grants:

1. Grants for educational programs that are innovative and enhancing projects.
2. Educational services that could benefit students.
3. Scholarships for students and staff. A limit of \$1,000 has been set for post-secondary scholarships at this time.
4. Non-athletic student activities that the school district is not sponsoring but could be if additional funding were in place. Specified additional dollars could be used for activities already in place.
5. Specified athletic activities that the school district isn't sponsoring but could if additional funding were available. Additional dollars could be used for programs already in place if funds have been so designated by donors.

### Specific Instructions:

1. **Submit 5 copies of your grant proposal in addition to the original.**
2. Capital equipment requests will be considered without designated limits.
3. Grant proposals are limited to one submission per application period.
4. Proposal deadlines are October 15 and March 15 of each year.
5. The number of grants awarded to a program or building in a year is open.
6. Grants will be made to previously funded programs.
7. An evaluation report will be a part of every grant proposal.
8. All grants should be used within 6 months of grant approval. Exceptions will be considered on a case-by-case basis.
9. Please include the cost of shipping and handling in your grant request.
10. Permissible to include salaries in a project request if appropriate.
11. Presentation is important since grants are public information and are available for all donors to read.

TO: Thief River Falls Education Foundation  
District Service Center

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

I believe the following is a need for School District #564 and support it with the accompanying facts and/or perceptions:

NEED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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WHY IS THIS A NEED? (Research and/or supportive data) \_\_\_\_\_

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HOW WOULD YOU MEET THIS NEED? (Outline) \_\_\_\_\_

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Please attach a detailed budget of your grant proposal.