

**Administrators, teachers, students, and education support groups:**

We are truly excited to help fund classroom grants for all of the Thief River Falls Schools. We really enjoy receiving the request and granting new and innovative educational resources for our district. With that being said, welcome to the TRF Education Foundation Grant Request Process. The more innovative the grant request the better!!!!

The Grant process is outlined below. Please ensure that you have followed and completed each step before submitting your Grant Request.

1. Decide which “Type of Grant” you would like to apply for

~ There are 5 types of grants (Educational Programs, Educational Services, Technology, Non-athletic student activities, and Specified athletic activities)

1. Follow the specific instructions for the Grant request
2. If you are applying for a Grant that has any technology component, Technology Committee needs to approve and sign-off on Grant application form.
3. Submit Grant Application to school/program specific administrator

~ LHS – Scott Brekke, FMS – Tony Greene, CES – Patrick Marolt, ECFE – Meg Kolden, LSS – Holly, ALC – Loren Leake

Fall Grant deadlines:

February 22nd – Technology grants approved by school tech committee (if applicable)

February 24th – Grants due to school/program specific administrator

February 28th – Grants due to TRF Education Foundation (10am)

March 7th – TRF Education Foundation Grant committee meeting

Thank you for your Grant Request Submission! If you have questions, please call 218-681-8711 ext. 5228.

Thank you,

Natasha Reierson



**THIEF RIVER FALLS EDUCATION FOUNDATION**

**GRANT APPLICATION**

General Guidelines for Grants:

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

Types of Grants:

1. **Educational programs** that are innovative and enhancing projects.

2. **Educational services** that could benefit students.

3. **Technology** that will engage and enhance classroom curriculum.

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 so been designated by donors.

Specific Instructions:

1. **Submit 1 Copy of the Grant Proposal.**

2. Capital equipment requests will be considered without designated limits.

3. Proposal deadlines are October and March of each year.

4. The number of grants awarded to a program or building in a year is open.

5. Grants will be made to previously funded programs.

6. Pictures/invitation to see/take Photos for every grant approved within 1 year.

7**. Please include the cost of shipping and handling in your grant request.**

8. Permissible to include salaries in a project request if appropriate.



Please return this page (signed) and the next page (questions answers) to your school/program specific administrator.

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Technology Committee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select type of grant:**

Educational Programs Educational Services

Technology (Please check if applicable)

Non-Athletic student activity Specified athletic activity

**Please provide the Foundation with the following information:**

1. Need? (What is your request?)

2. Why is this a need? (Research and/or supportive data)

3. How will this enhance your students learning?

4. How does this fit into the District Strategic Plan and Building Goals?

5. What additional items will you need to sustain this request in the future years?

6. Please attach a detailed budget and **TOTAL COST** of your grant proposal.

Please contact the Thief River Falls Education Foundation office with any questions.