

**Educare Foundation**  
**Educator Initiative Program**



Guidelines for Grant Requests: 2012-13 School Year

**Article I. PURPOSE**

The Educare Foundation is a non-profit organization, founded in 1995, which provides financial support to the Mankato Area Public Schools which goes beyond the normal operating budget to fund programs and activities that enhance educational opportunities for all students, encourage teachers to explore new ways of learning and provide a vital link between the community and the classroom.

**ELIGIBLE APPLICANTS**

Individuals or teams of individuals employed by Mankato Area Public School District 77 who are involved in the instruction of students are eligible.

**ELIGIBLE PROPOSALS**

Instructional approaches or projects designed to begin during the 2012-2013 school year and meet the selection criteria.

**DUE DATE**

Applications and other supporting materials are due in the Educare Foundation Office on or before **February 10, 2012 at 4 p.m. There are no exceptions. Late applications will not be considered.**

**SELECTION CRITERIA**

Grants will be awarded depending on the degree to which the proposal:

- Addresses important target areas. Target areas are defined as core subject tutoring, technology aided learning, world language competency and high expectation learning programs.
- Encourages and develops 21<sup>st</sup> Century Skills. Twenty-first century skills represent the necessary student outcomes for the 21st century, that is, students need to obtain Learning and Innovation Skills (creativity and innovation, critical thinking and problem solving, etc.), Information, Media and Technology Skills, Core Subjects and 21st Century Themes (global awareness, financial literacy, etc.), and Life and Career Skills (initiative and self-direction, among others)
- Represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project as opposed to one accomplished or under way, or one being repeated from a previous year.)
- Is collaborative. This can be across classroom, grades and/or schools
- Is clear and logical, including: (a) objectives; (b) description of instructional procedures and methods; (c) sound evaluation procedures incorporated in the proposal; (d) an itemized budget
- Is replicable and has the ability to be self-sustaining.
- Will effect ongoing curriculum improvement.

**SELECTION PROCESS**

1. Electronic versions of the application and guideline files are available for download at [www.educarefoundation.org](http://www.educarefoundation.org) or at <http://www.isd77.org>, click on "District" and then click on "Educare Foundation." Printed copies of the application and guidelines may be obtained by request

from the school principal offices or at the Foundation Office- Civic Center Plaza, Suite 2, Mankato, MN.

2. Signed applications must be received at the Foundation Office no later February 10, 2012. **Your grant request will not be considered if the applications are not signed properly.**
3. Applications will be reviewed by the Educare Grant Application Review Committee comprised of Educare Foundation directors, campus administrators representing elementary, middle and/or the high schools and a member of the School Board.
4. Each grant application submitted will be evaluated by the committee using a grant evaluation form. The committee will: decline, approve with modified funding or approve with full funding.
5. The Grant Review Committee will forward its recommendations to the Educare Foundation Board of Directors for approval.
6. Following approval by the Educare Foundation Board, approved grants are presented to the Mankato Area Public Schools' Board for formal acceptance.
7. Applicants will be notified of decisions prior to May 11, 2012.
8. Grant Application Review Committee members may conduct site visits during project implementation to observe progress.

### **RESPONSIBILITIES OF GRANT RECIPIENTS**

Grant recipients are responsible to:

- Prepare a completion report as required by the Foundation Board, including a final report of expenses and an evaluation of actual versus planned outcomes. This information is helpful with future grant evaluations. A request for this information will be made of you in late September with an early November deadline
- Use grant awards for purposes specified in the grant applications.
- Awards must be used within two years of award notification. **Any unused or excess grant funds after two years will be expired and return to EduCare.**

### **HELPFUL HINTS FOR WRITING GRANT PROPOSALS**

1. Proposals should directly involve students as fully as possible.
2. Grants may be used to compensate experts who come to work with students, but usually not to pay teachers or staff.
3. Funds can be used to purchase equipment or to provide field trip transportation, but not when these are ends themselves. Equipment and trips should be integrated with curriculum materials and activities to make a complete project.
4. Proposals that incorporate matching funds or community resources will be looked on favorably. (Students or PTA groups might raise matching funds, for example. Community organizations may donate needed equipment, services or free admission to events.) Such contributions are a sign of commitment to the project and will multiply the effectiveness of the grant award.

5. Encourage interdisciplinary or team teaching projects or those that involve various age groups. These often have greater impact than single-classroom efforts, fill needs unmet in the regular curriculum and encourage more grant applications in the future.
6. **Good ideas can be lost through poorly written proposals.** Be specific in expressing your ideas and ask others to critique your proposal prior to sending the information to the review committee.
7. There are excellent web sites with tips for writing winning grant proposals. One possible place to start is <http://k12grants.org/tips.htm>.

#### **EDUCARE GRANT APPLICATION TIMELINE**

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| ◆ Application deadline for grants in 2011-12 school year  | February 10, 2012 |
| ◆ Grant proposals presented to Educare Foundation Board   | April 10, 2012    |
| ◆ Notification to applicants (unofficially) of approval or denial pending School Board acceptance | April 27, 2012    |
| ◆ Request School Board acceptance of grants   | May 7, 201        |

Questions, please contact Carol Wandersee (507-387-1868) or Di Storvick, Educare Foundation Grants Chair (507-388-4992 or [distorvick@gmail.com](mailto:distorvick@gmail.com)).