

Ellensburg School District Education Foundation Mini Grants Program

The Ellensburg School District Education Foundation sponsors a mini grants program to enhance educational experiences and programs in the Ellensburg School District.

The Education Foundation Mini-Grant program supports new and innovative programs proposed by faculty, classified staff, current students, parent groups, or administrators that enhance or supplement district educational goals and the Ellensburg School District Strategic Plan that otherwise would not be funded by traditional means.

Eligibility: Any faculty, classified staff, student, parent group or administrator of the Ellensburg School District may apply for a project that enhances education and student learning. All applications must be approved by the building principal. Technology applications must also receive prior approval and signature from the district's Technology Director.

Objectives: It is the goal of the Education Foundation that grants will enhance student achievement and educational opportunities for students in the Ellensburg School District.

Grants can be used to:

- support short duration projects that are developed and implemented in one school year.
- support innovative or enhanced projects, programs, equipment and/or services in the Ellensburg School District that supplement district and/or school building education goals, and/or the district's strategic plan.
- support travel, registration costs associated with principal or superintendent approved courses or seminars.
- complement cost-share projects/programs with the applicant or other third party funding entities.

Application: The application for Foundation grants is obtained by contacting the building principal or by downloading from the Foundation website at www.esdef.net.

Please include any supplementary materials, such as catalogs, brochures, budget information, seminar/registration materials, or sample work as part of the application that will help the Foundation in the review process.

Application Deadline: Mini-grants proposals are annually accepted through November 1. The amount of funding for the mini-grant program is subject to funds available to the Foundation. Send completed applications to:

Ellensburg School District Education Foundation
PO Box 464
Ellensburg, WA 98926

Application Review: Applications will be evaluated by the following criteria:

- Is the need for this project clearly explained?
- Are the goals and objectives of the project clearly stated? Are they realistic and achievable?
- Does the project support or supplement building or district goals and the District strategic plan?
- Does the Application describe how the project is consistent with the District's Strategic Plan?
- Is the project plan of action clearly described? Are the needed materials, resource personnel, and the schedule specified?
- Does the project involve both students and staff in all phases of planning, development, and implementation?
- Are the plans for evaluating the project clearly defined?
- Is the budget request reasonable and sufficiently detailed?
- Does the proposal indicate creative and innovative thinking by the applicant?
- Is the project cost above and beyond the allocated budget available from the Ellensburg School District?
- Has the applicant gathered the necessary signatures from the building Principal and Technology Director indicating the project is in line with district goals and/or strategic plan?
- The Board of Directors will review each application and all supporting material submitted by the applicant. Applicants should be prepared to answer additional questions that the Board has and/or present additional follow up materials requested by the Board. The Board in reviewing the mini grant application may contact District or building administration for more information.

Awards: The amount the Foundation will award is dependent upon the number of proposals received, available funds, and the amount of each proposal, the merit of the proposal; or in the case of annual grants, and the amount of funds raised by the Foundation at its annual fund-raising event. Approved projects may be fully or partially funded. Grants may be cost shared with the applicant or other third-parties. Decisions on an award of a mini grant will be made by the Foundation Board at the December meeting.

The Foundation will: 1) reimburse the amount of the mini-grant to the successful applicant when evidence is presented that the project has been completed; or 2) direct purchase by the Foundation; or 3) upon other conditions agreed-to by the successful applicants and the Foundation Board of Directors.

Restrictions: Grants cannot be used to support:

- salaries or employment benefits;
- normal contractual obligations of the school district;
- professional development or tuition costs associated with advanced degrees or required certification;
- general operations; or renovation, restoration, rehabilitation, or construction of facilities;

- projects that seek to persuade participants of a particular political, philosophical, religious or ideological point of view; or
- projects that advocate a particular program of social action.

Questions: Contact Mike McCloskey at Morgan Middle School, your building principal, the superintendent, or any member of the Foundation's Board.

Responsibilities of Grant Recipients

1. Submit a timely, completed application to the Foundation for the appropriate funding cycle.
2. Provide the Foundation with a written evaluation of the project within 30 days of completion.
3. Grant funds must be spent for the purposes listed in the application form; any changes must be approved by the Ellensburg School District Education Foundation in advance.
4. Grant funds must not be overspent. Recipients are responsible for making arrangements to pay any bills or invoices in excess of their grant award.
5. Any grant funds in excess at the completion of the project shall be returned to the Foundation for future awards.
6. Grant recipients are required to supply the Ellensburg School District Education Foundation with an evaluation of their project; it will include results, photos and examples from completed projects and itemized spending.
7. Successful applicants are encouraged to attend the Foundation's annual meeting to present a final project report and for public recognition at the Foundation's annual fundraising function. The annual meeting is traditionally on the first Wednesday of April at 6:45 a.m.

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(Mini-Grant Program March 2017)