

761 Foundation Grant Application

Name: _____ Position: _____

School or Program Area: _____

PREREQUISITES

1. Proposals must be written or typed in clear, concise prose.
2. Please itemize and prioritize requests that include multiple items/expenses.
3. Applicants must discuss the feasibility and implementation of the proposal with the appropriate Building Administrator. Comments and a signature from the Building Administrator **must** be included on the application.
4. Projects which include the purchase of technology **must** complete a Systems Decision Paper (SDP) and obtain approval and signature from the Information Technology Director.
5. No incomplete or late applications will be accepted.

DESCRIBE THE PROJECT/PROGRAM FOR WHICH YOU ARE SEEKING FUNDS

PURPOSE AND DEFINITION OF THE PROJECT AND REQUEST

Purpose:

Who and how many will benefit from this project?

What measurable student results will you collect to determine the success of this project?

What will be the target you set in these results that will indicate the project has promoted student growth?

BACKGROUND INFORMATION

Date project/program will start: _____

When will you be ready to report on these results? _____

Are you willing to report to the 761 Foundation Board about the impact your project has had on students following its completion? _____

Name and position or title of individuals who will work on project:

Who are the cooperating organizations, if any?

What is the relationship of this project to the overall program of the requesting organization?

Has this project been approved by the proper personnel in the requesting school/program?

FINANCIAL INFORMATION

Total Funds Requested: _____

Have requests for financial support of this project been submitted to other sources of funding? If so, what source(s) and requested and granted amounts?

What financial purpose is planned for this grant? (Equipment, materials, etc.) Please prioritize items requested.

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____

I understand that if I receive a grant from the 761 Foundation, the funds provided must be used exclusively for the project proposed on this request form and that I will be asked to provide receipts, invoices or other proof of how the money was spent. I will return any unused funds allocated for this proposal to the 761 Foundation.

Please Print Name

Signature

Date

Building Administrator Comments:

Please Print Name

Administrator Signature

Date

Information Technology Director Signature
(if request includes technology purchase)

Date

**Please return form to:
761 Foundation (Superintendent's Office)
515 West Bridge Street
Owatonna, Minnesota 55060**