



Edina
Education Fund

2018 - 2019
Education Grants Guide

Date: October 16, 2018

Contents

I.	Overview of Education Grants	Page 3
II.	Education Grants Guidelines	Pages 4-5
III.	Proposal Process	Page 6
IV.	The Decision-Making Process	Page 7
V.	Grant Writing Tips	Page 8

I. Overview of Education Grants

Edina Education Fund Mission

The Edina Education Fund raises funds to support educational needs and opportunities for all Edina Public School students.

Education Grants Program

Through the Education Grants Program, the Edina Education Fund (EEF) finances programs that:

- support educational needs and opportunities
- encourage educational enrichment
- promote collaboration and the exchange of ideas
- further academic excellence in Edina Public Schools

In considering grant requests, the merit of the proposed program is the primary focus.

Additional funding priorities are specified in the Education Grant Guidelines. The guidelines also specify eligibility requirements and general grant criteria.

Each year the EEF accepts Education Grant requests through a competitive application process. The EEF Education Grants Team maintains sole discretion for selecting award recipients based on the quality of applications and their alignment with defined objectives. The program is accountable to the members of the Edina community who support EEF through their generous donations, thus the EEF sets high standards to ensure fiscal responsibility in selecting programs to fund.

Applications are reviewed by the EEF Education Grants Team comprised of EPS teachers, district administrators, EEF board members, and the EEF Executive Director. The Team submits its recommendations to the EEF Board of Directors for final approval and funding. Grant applicants are notified shortly after recommendations are approved by the Board.

II. Education Grants Guidelines

Eligibility

The Edina Education Fund will review and award grants to Edina Public School sites who submit an application detailing their program concept for review and consideration. The principal of each site must be involved in the planning/collaboration process and will need to approve the funding request before submission to EEF. All proposals must align with the missions of Edina Public Schools and the Edina Education Fund.

Types of Programs

The Edina Education Fund seeks to fund programs that advance its mission through:

- Enhancement of the professional development of educators in order to improve instruction and increase student learning
- Applying teaching tools or equipment to create a more responsive, engaging and personal learning environment
- Organizing classrooms, teams, or schools around new ideas and opportunities that reach all learners
- Expanding learning opportunities beyond the traditional classroom walls
- Funding needs that are unable to be met by district funding alone

General Grant Criteria

The Edina Education Fund seeks to fund proposals that enhance learning for Edina Public School's students. We seek to fund programs that:

- Align with one of the [Edina Public Schools Education Competencies](#)
- Present an idea that addresses a clear need or opportunity
- Present a practical and detailed plan for implementation
- Clearly define the impact and value of the program, as well as, how the program will be achieved and measured
- Present an opportunity with potential to be expanded or replicated by other district teachers and staff where applicable
- Have reasonable and appropriate budgets and an appropriate ratio of impact on student learning per dollar spent

The Edina Education Fund will generally **not** consider proposals to fund:

- Requests for technology which is provided for in the Digital Classroom Standard as set forth by DMTS
- Expenses that are considered excessive relative to need or are not directly related to the program for which funding is sought
- Programs with a potential conflict of interest
- Participation in professional conferences and similar activities
- Programs that are inconsistent with district policies and/or goals

Education Grant Amounts

The Edina Ed Fund has budgeted \$35,000 for the current education grant cycle, to support all Edina Public School sites. We seek to maximize the impact at each site with limited funds. Collaboration between other sites is encouraged but not required.

Partnerships with other organizations (i.e., PTO's, District, corporate or private) are also encouraged in your application process.

III. Application Process

EPS staff interested in applying for an education grant should review the guidelines laid out in Section II to determine whether the proposed program meets eligibility requirements.

The first step in applying for a grant is the required submission of the Programming Concept Form. This short form assists the EEF Grants Team in assessing the concept's eligibility for funding and the extent to which the proposed concept furthers the EEF's priorities. This step in the grant process is required of all applicants seeking funding. After review of the programming concept, eligible applicants will be invited to prepare a full proposal and will be provided with detailed submission instructions and timeframes.

Timing

Programming Concept Forms are due **November 30, 2018 by 4PM**. The EEF will respond to Programming Concept Form applicants by **mid-December** by either declining the programming concept or inviting a full proposal as part of the competitive education grant application process. Full education grant applications will be due on **January 7, 2019 by 4PM**. Final funding decisions will be communicated in late January.

Grantee Resources

If you have additional questions, contact the Edina Education Fund at 952-848-4900.

Grant Duration

Final Education Grant Reports should be submitted within one month of program completion and no more than 12-18 months after the grant award date.

IV. The Decision-Making Process

All education grants are funded at the sole discretion of the EEF Grants Team and the EEF Board of Directors based on an evaluation of individual proposals, determination of relative priorities, and the availability of funds. The EEF is an independent organization and the funding decision resides with the EEF Board of Directors.

The entire decision-making process, from the submission of a [Programming Concept Form](#) to a notification of funding, will take several months. In general, the decision-making process follows these steps:

1. Applicants read the Education Fund Grant Guidelines (pages 4 and 5 of this document) and the [EPS Education Competencies](#) document and discuss possible concepts with their site principal.
2. Applicants submit a completed [Programming Concept Form](#), signed by the principal, by November 30, 2018.
3. Programming Concept Forms are reviewed by the Education Fund Grants Team for eligibility and are assessed relative to the EEF's funding priorities.
4. Applicants are notified of the status of their education grant in mid-December.
5. Applicants may be invited to submit a full proposal. If approved, applicant will receive preparation and submission instructions.
6. Complete full grant proposals are due to the Edina Education Fund office by January 7, 2019.
7. One of three actions is possible when the Board considers a full application request:
 - Approval of proposal with full funding
 - Approval of proposal with partial funding
 - Declination of the proposal
8. Generally within a few days of the Board's decision, the applicant is notified of the funding decision in person or by email.
9. The Board's decision to approve a proposal initiates the grant implementation phase. Upon the applicant's confirmation of commitment to implementation and reporting requirements, the funds will be awarded and work may begin.
10. Applicant submits evaluation information to Edina Education Fund as agreed to in the Acceptance Letter.

V. Grant Writing Tips

Here are a few tips to assist you in submitting a grant application. A strong grant proposal should:

- Enhance student learning
- Promote the collaboration and exchange of ideas
- Further the district initiatives and curriculum goals

Additionally, strong grant proposals should:

- Be specific and well written
- Have a specific budget and explanation of how and when funds will be spent
- Be tied to a learning goal, or meet a specific unmet need of students
- Ideally, support programs that are collaborative, and that have the potential to be duplicated by other classrooms or sites
- Align with one or more of the [EPS Education Competencies](#)

Some reasons grants might not be approved:

- Principal hasn't been part of the collaboration process
- The goal of the program is unclear
- Cost per student is exceptionally high and/or the number of students affected is very low
- The request is for the purchase of technology or software that cannot be supported by the district
- The request is not clearly tied to learning goals
- The application requests funds that could easily be funded by other sources, such as district capital, curriculum or technology budgets
- Program does not have a sound plan to evaluate impact