Mustang Grant Application

This grant program is for larger grant requests that will involve several months to implement and several resources will be needed. If you are not sure that your grant fits the criteria of the grant program, you may first complete the Letter of Inquiry form and the Grant Committee will advise you how to proceed. Email the completed grant or inquiry form to: MoraEdFdnGrants@gmail.com

Project Eligibility

Has this project been previously funded by ISD #332 or another entity?
☐ Yes ☐ No ☐ Unknown
  If you answered Yes to this question, the project is not eligible for an MEF grant. If you answered Unknown, please contact a member of the MEF Grant Committee for guidance.

Is this project an innovative learning experience? ☐ Yes ☐ No
  If you answered No to this question, the project is not eligible for an MEF grant.

Project Information

Is this a repeat grant? ☐ Yes ☐ No
If you answered Yes, it is only necessary to complete the Project Information and Applicant Information sections, in the Grant Information section #6 & #7, and sign the Active Participants section. If any other information has changed, it would not be a repeat grant and the entire form must be completed.

Project Title: _____

Subject Area (i.e. math, reading, community service, etc.)**:** _____

Amount Requested: $ _____ **Total Project Cost:** $ _____
If Total Project Cost is more than Amount Requested, complete #7 under Grant Information section.

Grade(s) or Age Level(s) Impacted: _____

Timeline: Estimated start date: _____ Estimated completion date: _____

Applicant Information

Project Leader: _____

Email Address: _____

Telephone #'s: **Work:** _____ **Home:** _____

Additional Contacts:
1. **Name:** _____ **Telephone #'s:** _____
    Address: _____
2. **Name:** _____ **Telephone #'s:** _____
    Address: _____

Grant Information (Please be concise when answering the following questions.)

1. Summary of Purpose and Rationale: Summarize the intent of this project. Please include goals and specific objectives. Explain multiple phases or time line of activities.

2. Learner Potential: State how this project will significantly influence learners.

3. Learner Population: Who and how many learners do you estimate will benefit from this project?

4. Activities: Explain the activities of this project and how they will be used to meet the objectives stated in #1.

5. Evaluation: Describe how this project will be evaluated to determine if objectives are met. If you have an evaluation form that will be used, please attach a copy. Evaluations are due within thirty days after the project is completed.

_____

6. Expenditures: List the expenses for this project and indicate whether the expense will be paid from grant funds or, if applicable, from an additional funding source. (Totals will automatically be calculated.)

Item	Vendor	Grant Expense	Add'l Funding Expense
Total for Grant Expenses This total should be the same as the 'Amount Requested' as entered on Page 1.			
Total Additional Funding			
Total Project Cost (Grant Exp + Add'l Funding Exp.) This total should be the same as 'Total Project Cost' as entered on Pg 1.			

7. In-Kind Funding Sources: If applicable, explain in-kind funding being received from other sources.

In-Kind Source	Description	Estimated Donation
Total In-Kind Funding:		

8. Additional Comments: Add comments that do not fit in the categories above.

Understanding

By accepting funding, the grant recipient(s) agree(s) to:

1. In news articles (*332 in Review, Kanabec County Times, www.moralink.com, etc.*), on printed marketing materials, in interviews, etc. include at a **minimum** the statement "This project is fully/partially (select one) supported by a grant from the Mora Education Foundation."
2. Expend grant funds within the time period specified in the approved grant application but within **one year** from the grant approval date.
3. Request approval from the MEF Board **prior** to making changes to the project scope.
4. Submit a final evaluation summary within **30 days** after completion of the project. The summary must include a written assessment of the project (positives/negatives), pictures (on a cd disc), video when appropriate, and a complete expenditure report (form provided by MEF).
   a. Year-long projects, please submit quarterly reports (3/31, 6/30, 9/30, 12/31).
5. When feasible, make equipment and material accessible to other educators, staff and administrators.
6. For ISD #332 grants, assure that all equipment and materials acquired with Mora Education Foundation grant monies are labeled "Property of ISD #332 through a grant from the Mora Education Foundation."
7. Participate in a Grant Review Audit if requested to do so by the MEF.

Active Participants

_____	_____	_____
Signature	Project Leader / Print Name	Date
_____	_____	_____
Signature	Print Name	Date
_____	_____	_____
Signature	Print Name	Date

Principal or Administrator (ISD #332 Staff Grants Only)

An administrator's approval is required for Mustang grants. Please contact your principal or the superintendent and have them send an email to MoraEdFdnGrants@gmail.com stating that they have reviewed and approve of this grant.

When you have finished filling out this form click on File, Save (should have already given it a name), then attach to email and email to MoraEdFdnGrants@gmail.com. When the administrator's approval is received it will be attached to the grant form.