

**Mary Ellen Thompson Music Fund   
Grant Guidelines & Application**

*The Fargo Public Schools Development Foundation mission is to partner with the Fargo Public Schools, their alumni, and the greater community to enhance and enrich learning experiences to maximize student potential.*

**Grant Guidelines**

The Mary Ellen Thompson Music Fund was established by her daughters Jackie, Liz and Daphne to honor their mothers love for music. “Our Mother had a deep understanding of the stresses experienced by elementary music educators and believed strongly in music education at that level, knowing what that could mean for children’s futures. She believed music made children better listeners, better learners, and allowed them to express themselves creatively through their personal expression and joy of music.”

**Priority consideration will be given to Mary Ellen Thompson Funds Music proposals based on the following:**

* Grants will be allocated for the purpose of supporting elementary level music programs.
* Grants may be awarded to any elementary music teacher or classroom teacher or administrator who teaches or incorporates music into their curriculum, including working with visiting musicians.
* Applicants must be Fargo Public School District employees. This may be a single teacher, a group of teachers/staff, or administrators.
* Principals or building leaders need to be consulted about the grant application to avoid duplication and to assure that the project cost cannot be funded from the regular school budget.
* Grants are public information and are available for all donors to read.
* There is no limit to the number of grants awarded to a program or building in a year.
* Equipment purchased with Foundation grant monies is owned by the District and stays at the school where the grant originated.
* Grant applications requesting technology equipment ***must be compatible with the district technology plan and must be approved by the technology department prior to submitting the application.***

Priority consideration will be given to proposals:

1. Providing students with an enriched or enhanced learning experience.
2. Showing creativity and innovation in their approach to education and educational goals.
3. Piloting a project/program that provides innovative educational music opportunities and has potential to become integrated into the District’s curriculum.
4. Having the potential for both short-term and long-term educational impact.
5. Collaborative in nature and funding. The Foundation may match funds from other organizations. School wide or district wide collaboration and sharing are encouraged.
6. Focus on Fargo Public Schools educational goals and/or the Fargo Public Schools Strategic Plan. <https://www.fargo.k12.nd.us/StrategicPlan>

Considerations for grants **WILL NOT**normally be given to projects:

1. Funded by district, state, or federal funds, or should be funded by the District.
2. Viewed as ineffective or not efficient use of Foundation funds.
3. Lack an educational content or purpose.
4. Funded continuously for three years.
5. The Foundation will not fund furniture, ball chairs, carpet, lunches, or T-shirts.
6. The Foundation cannot fund salaries or the purchase of gift cards for reimbursement.

* The Foundation may request additional information in evaluating grants.
* Transportation costs will be considered on a case-by-case basis.
* A designated Grant Committee will review all applications and make final approval decisions.
* Grantees must submit a final evaluation report. The Foundation will send an email reminder when reports are due.

***Fargo Public Schools Development Foundation should be acknowledged in media or other outlets for any funding that is provided.***

**Mary Ellen Thompson Music Fund Grant Application**

The Foundation administers its own grant program to benefit Fargo Public Schools students. These grants provide an opportunity for educators, staff, and administrators to purchase the tools necessary to create innovative learning experiences and hands-on activities for students. The Foundation is encouraging FPS educators, staff, and administrators, to devise innovative and exciting educational programs for their students that enhance the learning environment and inspire students to greater achievement and success.

The Foundation awards competitive grants to FPS staff and schools for music projects not funded by district, state, or federal monies. Applications are reviewed once a year and are due on **the 2nd Monday of January.** Funding becomes available the following month.

Please complete the following form below. Please type in the blue fillable text boxes.

Application Date**:** School Name:Click here to select your school

Project Title:

Brief Description:

Choose One: Main Contact Person and Title:

Teacher Mini-Grant *(Classroom projects up to $500)*

School Wide Mini-Grant *(School projects up to $2,500)*

Phone:

Grant Amount Requested

Email:

*(****Blue*** *boxes will expand as you type.)*

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| **Briefly describe your music project for with you are requesting funds. Include what you are asking for, how the funds will be utilized, and how it supports District educational goals or the strategic plan.**  *(Grant reviewers are not necessarily familiar with educational acronyms. Please do not use acronyms without identification.)* |
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| **Explain why your grant is needed and how it inspires students to greater achievement and success.** |
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| **How many students will be impacted and how will they be actively involved in the project?** |
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| **Is there anyone else in the district using or trying this concept? If yes, what have you learned from the implementation?** |
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| **Is your project collaborating with other individuals or groups? If so, who and how?** |
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| **How will you evaluate the project? Can outcomes/resources be shared?** |
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| **If the entire project cannot be funded, would PARTIAL FUNDING be helpful? If so, how much and for what part of the project?** |
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Applicants must ask principals and respective department administrators about possible funding before applying to the Foundation. I talked with before submitting this application.

***Technology equipment requests must be compatible with the district technology plan and must be approved by the technology department. Contact the Help Desk at 446-1090 to consult on software and electronic equipment.***

**Budget Information**

Please be detailed in your budget listing of how Foundation grant funds will be spent. For example, list all books, equipment, or materials to be purchased, along with prices and shipping costs. Books and equipment should be catalogued with the Department of Instructional Resources (446-1064). It is also recommended that purchases be made through the DIR when possible as they may have access to the best prices. ***Technology equipment requests must be compatible with the district technology plan and must be approved by the technology department. Contact the Help Desk at 446-1090 to consult on software and electronic equipment.***

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| --- | --- | --- | --- | --- |
| **Budget Details:**  Item Description *(i.e., book title or model #)* | **Quantity** | **Cost/Item** | **Shipping** | **Total Cost/Item** |
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| **Total Cost of Supplies for the Project:** | | | |  |

PLEASE NOTE: Equipment purchased with Foundation grant monies is owned by the District and stays at the school where the grant originated.

**Non-District Personnel Budget *(Speakers, authors, artists, etc.)-* The Foundation cannot fund district employee salaries or the purchase of gift cards for reimbursement.** Please contact the HR Department for salary guidelines for positions such as tutors, guest speakers, and other non-district staff.

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| **Who/What Position** | **Fee or # of Hours** | **Hourly Rate or Fee** | **Total Cost** |
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| **Total Cost of Personnel for the Project:** | | |  |

**Collaborative funding is encouraged, the Foundation may match funds from other organizations. If funding from other sources has been requested or secured for this project, please list below.**

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| **Funding Source** | **Items Funded** | **Amount** |
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| **Total Amount of Additional Funding:** | |  |

Other attachments or website references you are submitting, please list:

I agree to use all monies awarded through this grant application for the intended purpose and to complete the grant process by submitting a grant report when the project has been completed.

Submitted by:

Completed applications are due the 2nd Monday of January. The applications are reviewed by a committee and awards are made the following month. The main contact person noted at the beginning of this form will be notified.

For questions or more information, contact the Foundation office at 446.1041 or email [fpsfound@fargo.k12.nd.us](mailto:fpsfound@fargo.k12.nd.us).

**Please retain one copy for your records and email the completed grant application to**

**fpsfound@fargo.k12.nd.us, type Grant Application in the subject line. Please email as a Word Document.**