

**Eleanor Laing Law**

**Grant Guidelines & Application**

**Applications are Due March 31st**

**Grant Guidelines**

* 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. Contact the Help Desk at 446-1090 to consult on software and electronic equipment.**

Priority consideration will be given to proposals:

* 1. That are literacy focused.
  2. Provide students with enriched or enhanced learning experiences.
  3. Focus on Fargo Public Schools educational goals and/or the Fargo Public Schools Strategic Plan.
  4. Having the potential for both short-term and long-term outcomes.
  5. Showing creativity and innovation in their approach to literacy.
  6. Collaborative in nature and funding. The Foundation may match funds from other organizations. School wide or district wide collaboration and sharing is encouraged.
  7. 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 through district, state or federal funds.
  2. Provided through the Fargo Public School District.
  3. Viewed as ineffective or not efficient use of Foundation funds.
  4. Lack an educational content or purpose.
  5. Funded continuously for three years.
  6. The Foundation will no longer be able to fund furniture, ball chairs, carpet, lunches, or T-shirts.
  7. 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.

**Background Information:**

Eleanor Laing Law was a Fargo Public School student who graduated from Fargo Central High School in 1931. She taught journalism at Agassiz School in the 1930’s prior to entering the military. The Eleanor Laing Law Endowed Fund, which typically produces $20,000-$25,000 in annual income, supports literacy and library projects in the Fargo Public Schools.

**Application and Budget Information:**

Final applications and budgets are due to the Fargo Public Schools Development Foundation by ***March 31st annually***. Applications are reviewed and announced approximately one month after submission. Eleanor Laing Law grant submissions begin the following school year. For example, if we are in the 2020.21 school year, your application submission is for the 2021.22 school year.

Applications should be submitted electronically to [fpsfound@fargo.k12.nd.us](mailto:fpsfound@fargo.k12.nd.us). For more information contact the Foundation office at 446-1041 or email questions to [fpsfound@fargo.k12.nd.us](mailto:fpsfound@fargo.k12.nd.us). This is a competitive process—submitting a proposal does not guarantee funding.

*Upon review of your full proposal, you may be requested to submit additional information to this application.*

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

Project Title:

Main Contact Person and Title: Phone: Email:

Grant Amount Requested: Brief Description

Please answer the following questions:

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

|  |
| --- |
| **Describe your project- What literacy/library needs does it address?** *(Grant reviewers are not necessarily familiar with educational acronyms. Please do not use acronyms without identification.)* |
|  |
|  |
| **how does it support** **Fargo Public Schools educational goals or the Fargo Public Schools Strategic Plan?** |
|  |
|  |
| **Please also describe how, when, and where it will take place.** |
|  |
|  |
| **What are your project outcomes?** |
|  |
|  |
| **How will you evaluate your project outcomes?** |
|  |
|  |
| **Is your project collaborating with other schools or community groups? If so please describe.** |
|  |
|  |
| **If the entire project cannot be funded, would PARTIAL FUNDING be helpful? If so, how much and for what part of the project?** |
|  |

Applicants must ask principals or respective department administrators about possible funding before applying to the Foundation. I talked with before submitting this application.

**Budget Information**

Please be detailed in your budget listing of how proposed grant funds will be used. 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 and purchased through the DIR whenever possible for best prices. Materials purchased will be considered property of the school district. **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 or electronic equipment purchases to ensure there will be staff support and compatibility with existing equipment.** If necessary, you may include the requested budget information on a separate attachment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Material, Supply, or Equipment Budget**  Item Description | **Quantity** | **Cost/Item** | **Shipping** | **Total Cost/Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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. The grant writer has priority use of equipment.*

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

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

Collaborative funding and match funds are encouraged. If funding from other sources has been requested for this project, please list below.

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

Other attachments you are submitting, please list:

I agree to use all monies awarded through this grant application for the intended purpose.

I will complete the grant process by submitting an assessment form when the project has been completed.

Submitted by:

Applications and budgets are due to the Fargo Public Schools Development Foundation by ***March 31st***. This is a competitive process—submitting a full proposal does not guarantee funding.

**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.**