



Centaur Foundation Grant Program Guidelines

The goal of the Centaur Foundation grant program is to fund innovative and creative projects which enhance and expand District #286 educational opportunities.

The Centaur Foundation board will review grant applications during regularly scheduled board meetings. The board meetings are at 7 PM at Brooklyn Center High School on the 3rd Monday of each month. Applications placed in the Centaur Foundation P.O. box by the 10th of the month will be reviewed at that month's board meeting.

Applicants are encouraged, but not required, to attend a Centaur Foundation meeting to personally explain their grant requests and/or clarify committee member questions.

Grant Eligibility:

District #286 staff may apply.

Essential Features/Criteria of the Grant Project:

1. Is a creative and unique learning experience that complements or extends the existing academic program.
2. Will enrich and enhance learners' educational experiences.
3. Is out of the realm of school financing.
4. Is designed to make a difference within the school system.
5. Is consistent with District #286 learner outcomes.
6. Will supplement and enhance learning experiences.

Things that will help grant applications:

1. The primary focus is enhancement of district curriculum.
2. There is direct student involvement.
3. A clearly written and detailed budget is presented.
4. The grant application is completed accurately and supporting documents are attached.

The Centaur Foundation does not fund:

1. Proposals for regular curriculum.
2. Compensation for staff or substitutes.
3. Staff participation in workshops.
4. Equipment that is normally purchased by District #286.
5. The purchase of food (unless it is integral to the completion of the program).

Repeat Grant Proposals

- Applicants are encouraged to reapply for a grant that was successful in the past.
- For a grant to be repeated, ***only the participants, amount requested, and timeline may be different than the originally funded grant.***
- Final evaluation summary for the previous grant must have been completed.
- Repeat grants are not automatically funded.



Centaur Foundation Grant Application

Carefully read the **Grant Guidelines** prior to completing this form. The Centaur Foundation Board will accept only grant applications using this form. If additional information is required to make a determination on this grant, the applicant will be contacted. Applicants are encouraged to attend a Centaur Foundation board meeting to present their project. Contact a member of the Centaur Foundation with questions regarding the grant application process.

Today's Date: _____

Return the completed application to the Centaur Foundation P.O. Box. Applications received by the 10th of the month will be reviewed by the Centaur Foundation Board at the next committee meeting (Earle Brown applicants use inter-school mail.). Board meetings are held on the 3rd Monday of each month at 7PM at Brooklyn Center High School.

Application submitted for consideration at the _____
Centaur Foundation meeting.

Notification of grant status will be communicated to the applicant within one week of the Centaur Foundation meeting.

Applications will be judged on the following criteria:

1. The project is clearly described and professionally presented.
2. Activities are well planned and are described in adequate detail.
3. The need for the project is clearly articulated.
4. The number of students served is cost effective.
5. The project has measurable evaluation methods.
6. The project's impact is likely to extend beyond the period of the grant.

Applicant Information

Applicant Name(s) _____

Title/Position _____ School _____

Email Address _____

Phone (W): _____ (H): _____

Project Information

Is this a repeat grant? ___yes ___no
(Refer to *Repeat Grant Proposal* section in *Grant Guidelines*.)

Project Title: _____

Subject Area (i.e. math, reading, science): _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Have you requested funding for this project from any other source? _____
If yes, from whom and what is the status of the request?

If Total Project Cost is more than Amount Requested, how will the remaining costs be funded?



Centaur Foundation Grant Evaluation

Please complete and return to the Centaur Foundation committee *within one month of completion of grant project*. Thank you!

Project Name: _____

Contact Person: _____

Name

Phone

Date of grant activity: _____ Today's date: _____

1. Briefly describe the activities that took place.

2. Describe student response to the activity.

3. What worked well?

4. Would you consider repeating this activity in the future? Why or why not?

Additional comments:



Centaur Foundation Board use only!

Centaur Foundation Determination of Grant Application Status

Applications will be judged on the following criteria:

1. The project is clearly described and professionally presented.
2. Activities are well planned and are described in adequate detail.
3. The need for the project is clearly articulated.
4. The number of students served is cost effective.
5. The project has measurable evaluation methods.
6. The project's impact is likely to extend beyond the period of the grant.

Project Title: _____

Applicant: _____ School: _____

Determination of Grant Application:

- Funded as requested
- Funded with conditions (see Comments)
- Additional Information required before a decision will be made (see Comments)
- Not Funded (see Comments)

Amount Requested: \$ _____ Amount Approved: \$ _____

Comments:

Grant Committee member signature Date

I acknowledge receipt of the Determination Letter. (Only necessary if grant has been funded.)

Applicant's signature

Phone

Date

***Please sign and return to the Centaur Foundation.**