

# Falcon Education Enrichment Program Funding Request Form

Primary Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other Requestor(s): \_\_\_\_\_ School/Program: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Grade Level(s) involved: \_\_\_\_\_  
Total number of students it will impact: \_\_\_\_\_

Amount requested of FEETP: \_\_\_\_\_  
Total cost of project: \_\_\_\_\_

Please itemize projected expenses and total cost on a separate sheet.

In regard to funding, have you looked at other sources of funding such as PTA, Rotary, District, or philanthropic organizations? \_\_\_\_\_ If so, amount(s) secured: \_\_\_\_\_

Have you received funding from FEETP in the past? If so, when and what amount? \_\_\_\_\_

## Project Description:

*Please attach a detailed description that will allow FEETP to understand what the request is for; define the educational purpose and goals of the funding and the expected outcomes for students. Explain how this will benefit the students, school, and community. Be descriptive and attach any supporting material or information that will be helpful for the FEETP Board in making a decision on your request.*

**Any materials/equipment purchased with FEETP funds must remain in the district.**

Technology Projects **must** be submitted to the District Technology Coordinator at least one week before application due date for review and approval.

Signature: \_\_\_\_\_

Signature of Principal/Supervisor:

Signature: \_\_\_\_\_

**APPLICATION WILL NOT BE ACCEPTED WITHOUT PRINCIPAL/SUPERVISOR'S SIGNATURE.**

## FEETP Use Only

\_\_\_\_\_ Denied \_\_\_\_\_ Approved – funded amount \$ \_\_\_\_\_

# 2025 FEEP REQUEST GUIDELINES

1. The FEEP Program Committee will meet to review requests in **mid September**. If more funding is available, a second round of grants will be advertised through District email.
2. Requests may be delivered in hard copy to Jami Kenney at the District Office or scanned/emailed to [jkenney@faribault.k12.mn.us](mailto:jkenney@faribault.k12.mn.us)
3. All applications should be submitted to Jami Kenney on or before **September 12, 2025**.
4. Request forms can also be found on the District website under the “Teaching and Learning/FAPSETA and FEEP” tab.
5. Staff submitting an application should plan to present their request to the FEEP Program Committee in person on either **Thursday, September 18** or **Tuesday, September 23**. You will be notified of the date, time and location.

## FEEP will not fund:

- Staff salaries
- Workshop fees for staff
- Office and classroom furniture
- Property or equipment maintenance
- Field trips
- Non-reusable items like awards, certificates, prizes, food or similar items for a singular event.

If your request is approved, you are responsible for notifying FEEP of any variation from the original grant request.

If the approved funds are not used within the fiscal year, they return to FEEP, and the requestor may reapply the following year.

Grant recipients will provide follow-up pictures and a few statements for publicity purposes (newsletters, brochures, video) as soon as possible upon receipt of the materials and use with the students. Recipients may be asked to attend a FEEP sponsored event to present about the grant and its benefit to students.

If you have questions about the status of your grant application, contact Jami Kenney at 507-333-6010 or [jkenney@faribault.k12.mn.us](mailto:jkenney@faribault.k12.mn.us)

Changes may be made to these guidelines and requirements at the discretion of the FEEP Program Committee.