



GRANT APPLICATION FORM

Grant Application Cover Sheet

Date of application: _____

Program Information

Name of Program

Address

City, State

Phone

Fax

Name of contact person regarding this application

Title

Phone

E-mail

Overview

Please provide a 2-3 sentence description of request.

Funds are being requested for (check one):

Program Support

Community/Service Project

School/Program Event

Start Date: _____

End Date: _____

Budget (2 Points)

Typical grant size is \$300 - \$500 and should not be used for things that cannot be supported through district funds. Please describe how the funds will be used

Budget Item	Description	Amount
<i>Example: Fabric for blankets</i>	\$18.00 per blanket 20 blankets	\$360

Signature, Program Director

APPLICATION NARRATIVE

It is the intent of the SWMetro Foundation board to support a wide range of programs and services through this application process. Projects must demonstrate a benefit to students, their program, or the community, and should not include things that can be supported through district funds. All programs are welcome to apply.

The narrative should be no more than 2 pages in length; each section will be scored by the SWMetro Foundation Grant Committee.

I. Purpose of Grant (4 points)

- A. Description of the project for which you are seeking funds, including overall goal and activities. Include how many students will participate, who will benefit from the project, how many people will be involved or benefit, etc.

Or

- B. Description of how this request will support a current program

II. Evaluation (4 Points)

- A. Please describe your criteria for success.
- B. How will you measure these changes?
- C. What will you do with your evaluation results?

III. Project Report

A Summary of Project Outcomes should be submitted to the Foundation Board no longer than 30 days after completion of the project.

Please attach the Grant Application Form to your narrative and send to Darcy Schatz at dschatz@swmetro.k12.mn.us.