



# GRANT APPLICATION

**The Mission of the Duluth East High School Foundation** is to enhance a world class educational experience for all East High School students by providing financial support for academics, student activities, athletics, and campus improvements.

**The Duluth East High Foundation (DEHSF)** will accept grant requests from January 1 through April 1. Grant proposals from \$500 to \$2000 that meet our mission guidelines will all be considered by the Foundation. Higher priority will be given to those requests that 1) impact the greater number of current East High Students and 2) demonstrate a great financial need.

**Applicant Eligibility** is open to any representative of a school sanctioned activity, as defined by the school principal and school district policies. This includes all academic, athletic, extracurricular programs, and clubs that are officially sanctioned by East High School.

**An Allocation Panel**, a standing committee of the DEHSF Board, will identify and rank which grant requests best meet the Foundation's criteria and the unmet needs of East High during each grant making cycle. The Allocation Panel will be staffed by representatives of the East Site Council, including the Principal, Chairperson, Activities Director, and two student leaders designated by the Principal. In addition, up to three board members from the DEHSF may be designated by the Foundation President to sit on this Panel.

The Allocation Panel will present its ranking of grant proposals and recommendations to the May Duluth East High School Foundation Board meeting for approval and distribution of the funds in July for the next school year.

## **We will not fund the following:**

- Individual salaries or stipends, as dictated by school district's guidelines.
- Requests for re-granting. e.g. Student Forum requesting \$1,000 for a gift to Project Joy.
- Endowments. e.g. The Band requesting \$2,000 to establish a uniform fund.
- Debt retirement. e.g. The Birch Log requesting \$2,000 to cover a yearbook price increase.
- Partisan political organizations or campaigns.
- Efforts to fund lobbying efforts to influence legislative decisions.

**Grant Winner Responsibilities** include, but are not limited to, filing an evaluation form of the projects outcome within thirty (30) school days of the completion of the funded project. By accepting a grant from the DEHSF, you agree to share any results with the DEHSF, East High School, the Duluth School District, and the greater community as a whole. Documentation, including photographs and video, may be used to promote future projects by the Duluth East High School Foundation. Grant recipients will not be eligible for future DEHSF Grants until all final reports have been submitted upon project completion.

## **GRANT APPLICATION SUBMISSION INSTRUCTIONS**

1. Use the "save as" feature to keep a copy of this document and the following application form for your records.
2. Following the instructions on the application form, fill it in and submit online. OR Print the application, fill it in, and mail the completed application to The Duluth East High School Foundation, 301 N. 40th Ave. E. Duluth, MN 55804-2182

**Questions? Contact us on our Web Site at [www.dulutheastfoundation.org](http://www.dulutheastfoundation.org)**



# East High School Foundation Grant Application Form

Applicant

Applicant Relationship(s) to Organization   
(Student, Advisor, Coach, Administrator/ Activity, Department, Club, Academic, Organization)

Address  E-mail

Contact Person  Telephone

Project Title  Project Timeline

Amount Requested  Estimated number of students to be impacted

Expected  
outcome to  
East High  
experience.

From what other groups have you sought assistance?	How much?	Pending	Received
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<input type="text"/>	<input type="text"/>		
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<input type="text"/>	<input type="text"/>		
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<input type="text"/>	<input type="text"/>		
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<input type="text"/>	<input type="text"/>		
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In the space provided, please describe your proposal and demonstrate its relationship to our grant criteria.

**Proposed Budget**

Proposed Budget Expenses		Proposed Budget Income	
Supplies.....	\$ <input type="text"/>	Proposed DEHSF Grant.....	\$ <input type="text"/>
Equipment.....	\$ <input type="text"/>	School District.....	\$ <input type="text"/>
Fees .....	\$ <input type="text"/>	Fees.....	\$ <input type="text"/>
Transportation .....	\$ <input type="text"/>	Other .....	\$ <input type="text"/>
Other .....	\$ <input type="text"/>	Other .....	\$ <input type="text"/>
<b>Total Project Expense...</b>	<b>\$ <input type="text"/></b>	<b>Total Project Income.....</b>	<b>\$ <input type="text"/></b>

If your budget includes payments to the school district, please explain why these costs cannot be provided by district funding and why they are an important part of your project.

How will you evaluate the effectiveness of your project in meeting your intended outcome(s)?

By checking this box, I promise to meet the grant winner responsibilities as spelled out on the cover letter to this application form. I also certify that all the information provided on this application is true to the best of my knowledge.

School Advisor/Coach/Applicant's Signature

Today's Date mm/dd/yyyy