

Mancos School District - Grant Request Form

ALL grants must go through the approval process. Please do not apply for any grant until you read the following instructions thoroughly.

In an era where educational excellence and student development are paramount, the significance of competitive grant money won by the Mancos School District cannot be overstated. Each year, the district accumulates approximately \$500,000 in grant funding to bolster its academic and wellness programs in profound ways. This financial influx has not only catalyzed the sustenance of 12 vital positions across the district, relieving budgetary pressures on other fronts but has also paved the way for an array of enrichment initiatives that reverberate positively within the student body and extend their benefits to the broader community. These grants stand as a testament to the district's commitment to nurturing well-rounded, thriving individuals, underlining the indispensable role that external funding plays in shaping the educational landscape of Mancos.

Crafting a streamlined and efficient grant writing and management process is pivotal to the continued growth and success of The Mancos School District. With this in mind, we kindly request that all grant applicants thoroughly address the fundamental question of "why" when seeking funding opportunities. The significance of this inquiry extends beyond mere formality – it serves as the cornerstone upon which our grant-seeking endeavors are built. By articulating the "why" behind each grant proposal, we not only provide crucial context to funders but also reinforce our commitment to transparency, accountability, and alignment with our district's overarching goals.

Submission: Complete the following application and submit it to the Grants Committee for approval by emailing it to: **msdgrants@mancosre6.edu**

Grant request: **ALL** grants must have prior approval from the Grants Committee. Grant requests in the amount of **\$2,000 or less** will not be completed by the district's Grants Team. Staff members requesting this amount or less in grant money are responsible for completing the grant application process on their own once the Grants Committee has given approval to move forward.

Grant Request Due Date: Grant requests must be submitted to the Grants Committee no less than **one month prior** to the grant application's deadline. Grant requests submitted with less lead time than this will not be considered, as the Grants Committee is working on numerous grant projects simultaneously and is unable to accommodate last-minute requests.

Grant Request Staff Member Involvement: Grant applications are a time-consuming process with a high level of detail required. Staff member's timely participation and responsiveness are mandatory and critical to successfully completing the grant application. Grants Committee members will be requesting information from you during the application process and will rely on your prompt replies in order to complete the grant application by the due date. Most grants have some sort of data reporting requirement or annual progress report attached to it. Applicants must know what information needs to be reported during the life of the grant and have a system in place for all parties involved to collect this data in one shared document.

Grant Applications with Other Organizations: If the grant funds will be shared with another organization, an MOU must be put in place and signed by all invested parties. The Grants Committee will not be responsible for data collection and reporting on a shared grant. Please present the Grants Committee with a description of the process you will follow to ensure that both parties will be responsible for data collection and reporting. Contact the Grants Committee for assistance with this.

Application:

Requesting Staff Member Name:

Requesting Staff Member Title:

Date of Request:

Name of the grant being requested to apply for:

Grant website link:

Grant Application Due Date:

Proposed use of the grant being requested:

Details:

1. Provide a detailed description of the project/program:

2. What is the project/program goal; what are you hoping students will get out of this:

3. What needs can be met by receiving a grant:

4. How will the success of the project/program be qualitatively and quantitatively measured:

5. Describe any project/program collaborations with other organizations and people outside of the school district; include funding partners, other grants, in-kind support from the school, etc:

6. Describe any community support the project/program has and will receive:

7. Who will be leading the project/program? Describe their backgrounds and roles in the project/program:

8. How will the project/program be sustainable after the grant funds are used up:

9: Include a detailed budget of how grant funds will be spent below:

[illegible]