

# SMALL PROJECT PARTNERSHIP APPLICATION

## School Districts

We are pleased to continue Sourcewell's Small Project Partnership opportunity to Region 5 school districts. Please complete this application and return it and any applicable documents to the manager of education solutions, Cassidy Rice at [kassidy.rice@sourcewell-mn.gov](mailto:kassidy.rice@sourcewell-mn.gov).

### Small Project Partnership Best Practices & Guidelines:

- Must be Region 5 school district.
- Must include a 50/50 financial match (in-kind support is not considered a financial match).
- Must include proof of financial match.
- Each district's total funding will be based on their overall enrollment as reported on the MDE data analytics page. Districts can submit multiple projects for a total funding award not to exceed:
  - \$2500: Districts with enrollment up to 1250 students
  - \$2/student: Districts with enrollment above 1250 students
- Projects are approved on a first-come, first-served basis while funds exist.
- Sourcewell reserves all rights to review and approve or deny all applications for partnership.
- Each project must satisfy the public purpose doctrine.
- Funding is intended for use in the current fiscal year (July 1 – June 30). Applications must be submitted prior to the expense and no later than May 31 of each year. Funds need to be used prior to June 30 of that same fiscal year.
- It is the responsibility of the district to screen applications before submission and to prioritize how this funding will be used within their schools.
- Sourcewell strongly encourages use of our [cooperative purchasing contracts](#) if applicable.

### Small Project Partnership Process:

1. Complete application below and meet above guidelines.
2. Complete project narrative using the attached questions as a guideline.
3. Complete detailed project budget indicating how the funding will be utilized.
4. Submit application, project narrative, and project budget to [kassidy.rice@sourcewell-mn.gov](mailto:kassidy.rice@sourcewell-mn.gov)
5. Receive approval from Sourcewell.
6. Complete project before the end of the current fiscal year.
7. Submit completed reporting form and proof of expense at the conclusion of the project.

## SMALL PROJECT PARTNERSHIP APPLICATION

Date of Application:		Application Received Date:			
Name of School District		School District #	Employer Identification Number (EIN)		
Address		City	State	Zip	
Phone	Fax	Website			
Name of Superintendent		Phone	E-mail		
Name of contact person regarding this application	Title	Phone	E-mail		
Is your organization a School District in Region 5?    Yes    No					
Please give a 2-3 sentence summary of request (more details can be provided in the proposal narrative):					
Project dates (if applicable)		Fiscal year			
Dollar amount requested		Total project budget (other than general operating)			
School District enrollment size (number of students)					

**\*\* Please attach the project narrative and a detailed budget indicating how funds will be spent.**

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Administrator Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Please use the following outline as a guide to your proposal narrative. Please limit narratives to no more than two pages.

## PURPOSE OF PROJECT

### 1. Situation

- a. The opportunity, challenges, issues or need, and the community that your proposal addresses.
- b. How that focus was determined and who was involved in that decision-making process.

### 2. Activities

- a. Overall goal(s) regarding the situation described above.
- b. Objectives or ways in which you will meet the goal(s).
- c. Specific activities for which you seek funding.
- d. Who will carry out those activities?
- e. Timeframe in which this will take place.
- f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
- g. Long-term funding strategies (if applicable) for sustaining this effort.

## EVALUATION

- Please describe your criteria for success.
- What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.
- How will you measure these changes?
- Who will be involved in evaluating this work (staff, board, constituents, community, and consultants)?
- What will you do with your evaluation results?