

Kramer-Brown GRANT APPLICATION CRITERIA

Kramer-Brown has funds available to assist its locals in projects that are deemed to be in the interest of area teachers and students. Criteria for the awarding of grants will be as follows:

- The award of grant monies will be decided on a case by case basis, with the decision being made by the governing board.
- The total grants awarded by the board shall not exceed the \$1,000 amount set aside for the fiscal year. No individual grant will exceed \$500.
- An individual local or individual within a local may apply for more than one grant; each will be considered separately.
- All applications will be considered with priority given to those requests that enhance instruction, promote collaborative efforts between Kramer-Brown locals and impact the greatest number of members.

Submit Grant Application to:

Education Minnesota - Bemidji
Attn: Kramer-Brown IO Chair
677 Anne St NW, Suite E
Bemidji MN 56601

The application may be submitted by US Mail (address above) or by E-mail to **Andrea Johnson, EM Field Office Assistant**, at Andrea.Johnson@edmn.org. Please put "Kramer-Brown IO Grant" in the subject line.

Grants will be reviewed at the next scheduled Kramer-Brown Governing Board meeting.

If awarded the grant, the recipient agrees to acknowledge this body (Kramer-Brown Intermediate Organization) appropriately as a funding agent for the project.

Within two months of the completion of the grant-funded project, financial documentation (such as receipts) as well as a typed reflection of outcomes must be submitted to the Kramer-Brown IO. If applicable, photo submissions are also welcomed.

The Kramer-Brown IO reserves the right to publish the grant project and/or recipient for publicity purposes.

Kramer-Brown Grant Application

Name of Local	
Local President's Name	
Today's Date	
Your Name	
Address City, State, Zip	
Phone	
Project Title	
Amount requested	

I, _____, the Local President, have read the proposed application to Kramer-Brown Intermediate Organization and agree with the request.

Local President's Signature

Date

Briefly describe your project/proposal. Please use a 11-12 point font and keep this portion to no more than one typed page. Include

- how it will impact your local
- timeline
- projected budget
- outcomes