



Northrop Community Education Center
Independent School District #535
201 8th Street NW • Rochester, Minnesota 55901-6820

Office of Community Education • Telephone (507) 328-4003 • FAX (507) 328-4015

TO: Applicant Requesting Citizens Advisory Council Project Funds

Council Project Funds are to be used for projects that support learning experiences for the general community as defined in the Community Education mission statement:

“Building better futures.”

Please submit the attached application form to be considered for a grant. Your application should not exceed three pages. The deadline for submission is the third Wednesday of each month, September through April, for consideration at the next month's meeting. The Council Executive Committee will review your completed application, with final action by the Community Education Citizens Advisory Council membership. The Council meets on the first Wednesday of the month. A representative of your organization should plan to attend this meeting in order to present the request and answer any questions that the Council may have. The Council secretary will contact you to schedule your presentation.

Any grant money awarded will be reimbursed to the agency after submittal of an invoice for approved expenses.

In addition, all requests should meet the following requirements:

- Grants are awarded on a one-time basis, per project with a \$1000 maximum.
- The requesting organization must be non-profit or not-for profit.
- Grant fund projects should serve residents primarily in the greater Rochester area.
- The proposed project must meet a unique need in the community.
- Funds are to be used for an educational project and not generally for tangible goods or ongoing operational expenses. A request for funding of tangible goods or operational expenses must show how the expense specifically supports the proposed educational project.
- Grant funds are not intended for K-12 classroom activities.
- Funds are generally not to be used for field trips, salaries, travel expenses, or food. However, a case may be made for one or more of these when they are integral to the program.
- All proposals must state how success will be measured.
- Follow-up reports are to be submitted after completion of the project.

If you have any questions, please feel free to discuss them with the Director prior to the submission of your request. Thank you for helping Rochester Community Education meet our District vision of *Lifelong Learning for All*.

Amy Eich, Executive Director
Community Education
Rochester Public Schools

Jo Anne Judge-Dietz, Chair
Citizens Advisory Council
Community Education