

Duluth Public Schools Fund Grant Applicant Guide

Please ignore dates showing on the examples in this guide. The correct dates will show in the portal.

Enter the Organization Information for ISD 709 – Duluth Public Schools exactly as shown here:

Organization Information	
Organization Name* Please enter your organization's legal name here.	Doing Business As (DBA) - optional If your organization uses a different name than the legal name, please list it here.
ISD 709 - Duluth Public Schools	
EIN / Tax ID (##-####*)	Web Site
41-6003776	www.duluth.k12.mn.us
Telephone Number (###-###-#### x###)*	Organization Email
218-336-8700	info@ISD709.org
Address 1*	Address 2
4316 Rice Lake Road.	Suite 108
City*	State*
Duluth	MN
Postal Code*	
55811	
Next >	

Enter your User Information (this is an example):

User Information	
<input type="button" value="Copy Address from Organization"/>	
Prefix (Mr, Mrs, Ms, etc.) - optional	Preferred Pronouns - optional
First Name*	Middle Name - optional
Awesome	
Last Name*	Suffix (Sr, Jr, III, etc.) - optional
Teacher	
Organization Title*	Email / Username*
Math Teacher	awesome.teacher@isd709.org
Email / Username Confirmation*	Direct Office Telephone Number (###-###-#### x###) - optional
awesome.teacher@isd709.org	218-336-1234 x1000
Mobile Number (###-###-####) - optional	Address 1*
218-123-4567	4316 Rice Lake Road
Address 2	City*
Suite 108	Duluth
State*	Postal Code*
MN	55811
< Previous	Next >

Please click No in the Executive Officer Question:

Executive Officer Question	
Are you the Organization's Executive Officer?*	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
< Previous	Next >

Enter the Additional Executive Officer Information exactly as shown here:

Additional Executive Officer Information

Prefix (Mr, Mrs, Ms, etc.) - optional	First Name*
<input type="text"/>	<input type="text" value="John"/>
Middle Name - optional	Last Name*
<input type="text"/>	<input type="text" value="Magas"/>
Suffix (Sr, Jr, III, etc.) - optional	Organization Title*
<input type="text"/>	<input type="text" value="Superintendent"/>
Email*	Direct Office Telephone Number (###-###-#### x####) - optional
<input type="text" value="superintendent@isd709.org"/>	<input type="text" value="218-336-8700 x1109"/>
Mobile Number (###-###-####) - optional	Address 1
<input type="text"/>	<input type="text" value="4316 Rice Lake Road"/>
Address 2	City
<input type="text" value="Suite 108"/>	<input type="text" value="Duluth"/>
State	Postal Code
<input type="text" value="MN"/>	<input type="text" value="55811"/>

Create a Password for your User Account:

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%^&*()_

Password*	Confirm Password*
<input type="password" value="*****"/>	<input type="password" value="*****"/>

Check the email address entered in the User Information and choose the appropriate response:

Email Confirmation

You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from Duluth Superior Area Community Foundation <administrator@grantinterface.com>, look in your junk or spam folder. To remove Duluth Superior Area Community Foundation <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email
 Continue without checking
 I have not received the email

In the Eligibility – Duluth Public Schools Fund box, click the blue Start Eligibility Quiz button in lower right:

Eligibility - Duluth Public Schools Fund - March 2022

Deadline: March 1
Funding available, if awarded: May
Notifications of decisions: End of April

[Duluth Public Schools Endowment Fund](#)
Duluth Public Schools Fund was established to gain greater visibility and support for Duluth Public Schools by supporting innovative and creative educational projects. ISD#709 - Duluth Public Schools teachers, staff, buildings/schools or community members working with someone at ISD#709 - Duluth Public Schools are eligible to apply. Grant range: \$500 - \$5,000. Application Deadline: March 1. If awarded, funds would be available in May 2022.

If you have any questions, please contact our [Community Impact Team](#).

[Preview](#) [Start Eligibility Quiz](#)

If applying as an Individual, these are the responses required to be eligible as an Individual applicant.:

Eligibility

Eligibility - Duluth Public Schools Fund - March 2022

[Return to Application Evaluation Assigned](#)

[Eligibility Packet](#) [Question List](#)

Eligibility

Fields with an asterisk (*) are required.

Project Dates

Project Dates*
Will your project take place between May 2022 and June 2023?
 Yes
 No

Applicant Type

Applicant Type*
 Individual
 Building/School

Applicant Type for Amount Requested - Individual

Amount Requested - Individual*
Are you a teacher, staff or community member working with someone with ISD#709 - Duluth Public Schools requesting between \$500 and \$2,000?
 Yes
 No

[Save Eligibility](#) [Submit Eligibility](#)

If applying as a Building/School, these are the responses required to be eligible as a Building/School:

Eligibility

Eligibility - Duluth Public Schools Fund - March 2022

[Return to Application Evaluation Assigned](#)

Eligibility Eligibility Packet Question List

Fields with an asterisk (*) are required.

Project Dates

Project Dates*
Will your project take place between May 2022 and June 2023?
 Yes
 No

Applicant Type

Applicant Type*
 Individual
 Building/School

Applicant Type for Amount Requested - Building/School

Amount Requested - Building/School*
Are you a building/school requesting between \$500 and \$5,000 ?
 Yes
 No

Building/School - Principal's Approval

Principal Approval*
Building/School proposals must have an indication of the principal's approval of the project described in the application.
Has this project been approved by the principal?
 Yes
 No

Save Eligibility Submit Eligibility

If eligible as an Individual or Building/School, please click on the blue Apply button on the Duluth Public Schools Fund application:

Eligibility - Duluth Public Schools Fund - March 2022

Based on your answers, you are eligible for the following

> Duluth Public Schools Fund - March 2022 Accepting Submissions from 01/12/2022 to 03/01/2022 Apply

Please complete all fields of the application.

Applicant Type – Individual:

Applicant type

Applicant type for amount requested*
Please choose the appropriate applicant type.

Individual
 Building/School

Amount Requested - Individual

Amount Requested - Individual*
This fund supports projects between \$500 - \$2,000 (500 - 2000)

Please include whole numbers only in your response—no commas, dollar signs, etc.

OR

Applicant Type – Building/School:

Applicant type

Applicant type for amount requested*
Please choose the appropriate applicant type.

Individual
 Building/School

Amount Requested - Building/School

Amount Requested - Buildings/School*
This fund supports projects between \$500 - \$5,000 (500 - 5000)

Please include whole numbers only in your response—no commas, dollar signs, etc.

Project Overview:

Project Overview

Project Name*

Project Start Date*
Please enter the project start date of May 1, 2022 or later.

Project End Date*
Please enter a project end date that is no later than June 9, 2023.

ISD#709 - Duluth Public School District School*
Please choose the appropriate school(s), where the project will take place, from the list below.

<input type="radio"/> AEO Online High School	<input type="radio"/> Lincoln Park Middle School
<input type="radio"/> Area Learning Center	<input type="radio"/> Lowell Elementary
<input type="radio"/> Arrowhead Academy	<input type="radio"/> Merritt Creek Academy
<input type="radio"/> Chester Creek Academy	<input type="radio"/> Myers-Wilkins Elementary
<input type="radio"/> Congdon Park Elementary	<input type="radio"/> Ordean East Middle School
<input type="radio"/> Denfeld High School	<input type="radio"/> Piedmont Elementary
<input type="radio"/> Duluth East High School	<input type="radio"/> Rockridge Academy
<input type="radio"/> Homecroft Elementary	<input type="radio"/> Stowe Elementary
<input type="radio"/> Lakewood Elementary	<input type="radio"/> Superior Academy
<input type="radio"/> Laura MacArthur Elementary	<input type="radio"/> Other
<input type="radio"/> Lester Park Elementary	

If response to ISD#709 - Duluth Public School District School is Other, please choose from the following list:

▼ ISD#709 - Duluth Public Schools - Other School or Program



School/Program - other*

Please choose the program from the below list.

- Preschool Birth to Age 5
- Community Education - All Ages
- Special Education Services
- KEY Zone School Age Child Care & Enrichment
- E-Squared, Gifted & Talented
- Duluth Adult Education, GED
- Misaabekong Ojibwe Language Immersion
- Nueva Vision Spanish Language Immersion
- English Language Learners
- Career & Technical Education
- College in the Schools
- Other

Proceed to the following questions in Project Overview:

Grade Level(s)*

Please enter the grade level(s) of the students planned to participate in this project.

Projected Number of Students*

Please enter the total number of students expected to participate in this project.

Executive Summary*

Please provide a brief overview of the key elements of the request. The Executive Summary is a short summary of the proposal. Think of this as a written elevator speech telling someone, very quickly, the overall key points about the proposal. A thorough executive summary includes:

- opportunity/need,
- the goals, objectives and, briefly, the actions connected with them,
- the expected outcomes

B *i* U

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Project Description:

Project Description

Project Description*

Please describe the specific project for which funding is sought.

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Alignment with Fund Guidelines*

Please explain how this request aligns with the priorities of the Duluth Public Schools Fund as described in the fund's guidelines.

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Collaboration (optional)

Please describe how you have collaborated with other community resources or people, if applicable.

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Expected Outcomes*

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Project Description continued:

Evaluation*

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

B i U [List Icons] [List Icons]

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Addressing Challenges*

Many students, families, and educators have experienced educational challenges.

If awarded grant funds, how would the funds be used to enhance the learning of students and engage those who have become disconnected?

B i U [List Icons] [List Icons]

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Process Improvement:

Process Improvement

Duluth Superior Area Community Foundation is seeking to improve its processes and greatly appreciates your honest feedback and suggestions. Your responses will not impact decision-making for this or future requests.

Hours to complete application

Duluth Superior Area Community Foundation is continuously working to improve our processes. Please provide your best estimate of how many hours it took to complete this application. This information will not influence decision-making for this or future requests.

##

Improvement ideas

Please provide suggestions for any improvements the Duluth Superior Area Community Foundation can make to better serve the community. These responses will not influence decision-making for this or future requests.

B i U [List Icons] [List Icons]

800 characters left of 800

Challenges

Which areas of the application were most challenging? Please check all that apply. These results will not influence decision-making for this or any future requests.

- Eligibility
- Project Overview
- Project Description
- Other

If you have any questions, please contact our Community Impact Team at grantsinfo@dsacommunityfoundation.com or 218-520-1122.