



Falcon Education Enrichment Program Funding Request Form

Primary Requestor: _____ Date: _____

E-mail: _____ Phone #: _____

Other Requestor(s): _____ School/Program: _____

Name of Supervisor: _____

Project Title: _____

Start Date: _____ Anticipated Completion Date: _____

Total number of students it will impact: _____ Grade Level(s) involved: _____

Total cost of project: _____ Amount requested of FEED: _____

Please itemize projected expenses and total cost on a separate sheet.

In regard to funding, have you looked at other sources of funding such as PTA, Rotary, District, or philanthropic organizations? _____ If so, amount(s) secured: _____

Have you received funding from FEED in the past? If so, when and what amount? _____

Project Description: **Field trips must be an approved district activity**
Please attach a detailed description that will allow FEED to understand what the request is for; define the educational purpose and goals of the funding and the expected outcomes for students. Explain how this will benefit the students, school, and community. Be descriptive and attach any supporting material or information that will be helpful for the FEED Board in making a decision on your request.

Technology Projects – Reviewed and approved by the District Technology Coordinator:
Signature: _____

Comments and Signature of Principal/Supervisor:

FEED Use Only
_____ Denied _____ Approved – funded amount \$ _____

FEEP REQUEST GUIDELINES

The FEEP Program Committee will meet to review requests quarterly on the first Tuesday of the month (January, April, July, and October). Requests must be received by Kathy Matejcek at the District Office by the 10th of the December, March, June, or September. Requests may be hard copy or scanned and emailed to kmatejcek@faribault.k12.mn.us. Request forms can be found on the district website under the “Alumni/FAPSETA and FEEP” tab. Staff completing request applications should plan to present their request to the committee at the quarterly meeting.

FEEP will not fund:

- Staff salaries
- Workshop fees for staff
- Office and classroom furniture
- Property or equipment maintenance

If your request is approved, you are responsible for notifying FEEP of any variation from the original grant request.

If the approved funds are not used within the fiscal year, they return to FEEP, and the requestor may re-apply the following year.

You may be asked to provide follow-up information and/or attend a FEEP sponsored event to present how the grant was utilized, and how it benefitted students.

Changes may be made to these guidelines and requirements at the discretion of the FEEP Program Committee.