

**Grant Application Guidelines**

**Mission Statement:**

The mission of The Education Foundation of the Forest Lake Area (TEFFLA), a nonprofit organization developed exclusively for charitable and educational purposes, is to support education and community activities that benefit our youth, teachers, programs and communities. The Foundation's efforts will bring the resources of the community, private sector and school system together as a partnership to generate an endowment fund. The development of an endowment fund will enhance the Forest Lake Area Schools' Community by:

* Investing in initiatives that enhance our communities' educational opportunities;
* Awarding grants and providing assistance to individuals and programs, and;
* Supporting ideas that promote innovation and academic excellence.

**Grant Eligibility Criteria and Guidelines:**

**The Education Foundation of the Forest Lake Area (TEFFLA) funds projects that:**

* Are innovative and enrich or supplement teaching efforts/learning activities that directly benefit individuals and/or programs.
* Develop learning opportunities not usually possible within the normal budgets.
* Are clearly defined and have clearly stated purposes, outcomes, methods and procedures.
* Are realistic and educationally sound, with specific materials, resource personnel, tentative schedules and completion dates.
* Include an evaluation and reporting plan focusing on achievement of designated outcomes suitable to the nature of the project.
* Include a budget request that is reasonable, sufficiently detailed and lists other sources of income, if any.

**Preference will be given to projects that:**

* Have unique or innovative components.
* Are new and have never been funded through other means.
* Require start-up support rather than ongoing funding (applicants may apply for additional funding in another calendar year, but should not rely on TEFFLA for any subsequent funding).
* Enhance the learning experience of individuals or participants in programs.

**Projects are ineligible that:**

* Involve the establishment of a permanent foundation or trust, or creation of a permanent interest-bearing account.
* Request funds for other organizations that are themselves fundraisers.
* Request funds for any political organization.
* Include any liability for TEFFLA, except for the monetary amount of the grant.