



# Falcon Education Enrichment Program Funding Request Form

Primary Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Other Requestor(s): \_\_\_\_\_ School/Program: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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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 FEEP: \_\_\_\_\_

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 FEEP in the past? If so, when and what amount? \_\_\_\_\_

\_\_\_\_\_

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Project Description: **Field trips must be an approved district activity**

*Please attach a detailed description that will allow FEEP 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 FEEP Board in making a decision on your request.*

**Technology Projects** – Reviewed and approved by the District Technology Coordinator:  
*Signature:* \_\_\_\_\_

**FEEP Use Only**  
\_\_\_\_\_ Denied      \_\_\_\_\_ Approved – funded amount \$

**Comments and Signature of Principal/Supervisor:**  
  
*Signature:* \_\_\_\_\_  
  
**APPLICATION WILL NOT BE ACCEPTED WITHOUT PRINCIPAL/SUPERVISOR'S SIGNATURE.**



## 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 Zavoral at the District Office by the 20th of the December, 2019. Requests may be hard copy or scanned and emailed to [kzavoral@faribault.k12.mn.us](mailto:kzavoral@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.