



2025-2026 Grant Program

Our mission: Augment public funds to support the learning of our students beyond the basics.

The foundation grants are meant to support the strategic learning programs in the Battle Lake School which hone and enrich the skills of our students.

Application Deadline

Completed grant applications must be submitted by Friday September 5th 2025.

**** Mini Grants – which use a different application form – are accepted between November and March 31st provided funds are available and will not exceed \$500.**

Selection and Funding Process

1. After pre-approval by the Superintendent and the Principal, proposals will be competitively reviewed by the Grant Committee. The committee makes recommendations to the 542 Board for final approval and funding. (Applicants may be asked to present at the October foundation meeting.)
2. The Foundation Board will notify the grant applicants and building administrators of their decision.
3. Equipment should be ordered as soon as possible. Final invoices are due by December 15th and must match the submitted budget.
4. Grant recipients must complete the required Grant Assessment Report including descriptions, quotes, and photographs or videos by May 1st.
5. Foundation grant materials become the property of the Battle Lake Public Schools once it is ordered.

Please note that funds will not be provided for the following as they fall outside our mission and may be considered a school facilities expense or budget item.

1. Field Trips/Speakers that are not an integral part of a project or academic objectives.
2. Food and transportation.
3. Capital improvements.
4. Books and materials that are no longer funded by the district.
5. Some technical equipment (ie: computers): Consult Principal Severson for pre-approval.
6. Furniture, room decorations...

Any funding not used for your specific grant will be returned to the 542 Foundation for future grants.



2025-2026 “Mini Grant” Application Form

Sometimes things come up and there is a need for a time sensitive helping hand.

The 542 Foundation offers mini grants of up to \$500 – providing access to funds that enrich educational experiences when funding is available. Send a hard copy to Principal Ryan Severson or via email to rseverson@isd542.org.

**Mini grant applications may be submitted from November 1st – March 15th.
The Grant Committee will review applications monthly.**

Project Title: _____

Contact Person: _____

Position/Title: _____

Email Address: _____

Telephone #: _____

Applicants can be any Battle Lake Public School educator: Certified, classified or administrator.

Please check:

☐ Individual/Teacher	☐ Grade Level Team
☐ Building Level/School-wide Team	☐ District-wide Team
☐ Subject Area Team/Department	

Collaborating partners (if applicable):

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Amount Requested: \$ _____

Which Foundation Focus area/areas applies to your grant? (Please check)

- | | | |
|---|---|--|
| ☐ Academic Success | ☐ College and Career Readiness | ☐ School Wide (gym, library...) |
| ☐ Cultural | ☐ Early Childhood | ☐ Special Education |
| ☐ STEM/STEAM | ☐ Student Wellness & Mental Health | ☐ The Arts |

Will the project be possible if we do not fund the project? ☐ Yes ☐ No

Approximate project date beginning and ending: _____

Project Description/Goals

Briefly describe your proposed project and why it is needed.

What are the major objectives/goals of this project?

Impact on Students

Approximately how many students will be impacted by this project?

How will the students' educational experience be enhanced, improved or changed because of this project?

Evaluation of Project

How will you evaluate the effectiveness of the project?

Budget Summary (Include itemized expenses for material/equipment)

Describe the proposed project budget. State specifically how the money will be used.

Example: List all books, equipment, materials, software to be purchased along with prices, service plan, shipping costs, etc. **Mini grants up to \$500 will be accepted. Any expenditures above \$500 must come from building funds.**

Item Description	Quantity	Unit Price	Total Cost
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$

☐ I understand all grant fund materials become the property of the Battle Lake School District. I also understand I will be required to complete a grant assessment form at the completion of this project or by April 1st whichever is soonest. Any funding not used for this specified grant request will be returned to the foundation to fund future projects.

Shipping/handling costs:

\$ _____

Total Project Cost:

\$ _____

Applicant's signature(s): _____ Date: _____

Building administrator's signature: _____ Date: _____

FOR FOUNDATION USE ONLY: DATE APPLICATION RECEIVED: _____

APPLICATION RECEIVED BY: _____