

## **Minidoka County School District #331 MATCHING FUND PROGRAM**

Minidoka County Joint School District No. 331 is once again accepting proposals for matching grants for educational purposes within the respective schools of the District.

The District has allocated \$75,000 to match proposals from school community groups, schools, or other interested parties.

### **MATCHING FUND GUIDELINES**

The following guidelines must be followed in order to qualify for consideration:

1. All purposes for use of the funds must be able to qualify as Capital Outlay expenditures, indicating that equipment must have a **value of at least \$500.00**.
2. Supply items, or items that would be expendable, do not qualify.
3. Consideration will be given to applications for any specific amount, but priority is given to those situations exhibiting the greatest need for the least amount of money.
4. Under no circumstances will the District match a project for more than fifty percent (50%) of the cost of the project.
5. There can be no matches with a school's discretionary funds.
6. There can be no matches for projects started or ordered or in process prior to approval of match. If you choose to purchase an item prior to match approval you may or may not be reimbursed.
7. If not enough proposals are submitted, the District will consider reopening the application process for a second round of proposals.

**DEADLINE: Friday, October 6, 2017!**

## **MATCHING FUND PROCEDURES**

The following procedures will be followed in considering all proposals:

1. Your formal proposal must contain the following:
  - a) The total cost of the finished capital outlay item(s). This includes complete installation costs. For computer equipment, include the cost of installation, wiring and furniture. (Please work with Maintenance and/or technology departments to establish these costs)
  - b) The name of the requesting agency/department and the amount provided from that department.
  - c) The requested amount to be matched by the District.
  - d) The justification for the proposal with a detailed description clearly stated.
2. The proposal must contain the signatures of authorized personnel who submit the proposal on behalf of any particular group.
3. The proposal must also contain, if it is a school-oriented proposal, the signature of the school principal.
4. Submit all proposals and applications to Michelle DeLuna at the District Office, on or before Friday, October 6, 2017.
5. Following the deadline date, a review committee, comprised of the Superintendent, one member of the Board of Trustees, Business Manager, Maintenance Supervisor and a District Office Administrator, will review all applications and proposals, and will assign a priority number to each proposal.
6. Funding for the proposal will be in the order of the priority numbers as established by the review committee.
7. No projects are to start until the approval of matching grants, matching funds turned in to the District Office, and Purchase Orders issued.
8. Applicants will be sent formal written notice no later than November 5, 2017. Purchase Orders for successful applicants must be issued prior to March 30, 2018 and the project completed by the end of this school year. Projects will not carryover to next year.
9. If the project involves installation, you must review the applications with Maintenance and Technology supervisors prior to submittal.

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**MINIDOKA COUNTY SCHOOLS MATCHING FUNDS  
2017-2018**

A. Total cost of finished capital outlay item/project: \$ \_\_\_\_\_  
(Include installation costs)

B. Is installation needed? Yes No

C. The amount of funds to be provided by the requesting agency: \$ \_\_\_\_\_

D. Name of the requesting agency \_\_\_\_\_  
(PTO, TPC, Donation, etc.)

E. The amount to be matched by the School District: \$ \_\_\_\_\_

F. Item/Project Description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Budget Breakdown (Please be as detailed as possible – including installation):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature	_____	_____
		Date
Principal Signature	_____	_____
		Date
Maintenance Signature	_____	_____
		Date
Technology Signature	_____	_____
		Date

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