

## Small Project Funding

### For school districts

#### Guidelines:

- Must be a school district headquartered in Cass, Crow Wing, Morrison, Todd, or Wadena county.
- Each district's total funding will be based on their overall enrollment as reported on the MDE data analytics page. Districts can submit multiple projects for a total funding award not to exceed:
  - \$2500: Districts with enrollment up to 1250 students
  - \$2/student: Districts with enrollment above 1250 students
- Projects are approved on a first-come, first-served basis while funds exist.
- Sourcewell reserves all rights to review and approve or deny all applications for partnership.
- Each project must satisfy the public purpose doctrine (see subsequent pages).
- Funding is intended for use in the current fiscal year (July 1 – June 30). Applications must be submitted prior to the expense and no later than May 31 of each year. Funds need to be used prior to June 30 of that same fiscal year.
- It is the responsibility of the district to screen applications before submission and to prioritize how this funding will be used within their schools.
- Sourcewell strongly encourages use of our contract purchasing contracts if applicable.

#### Process:

1. Complete the online application found here:  
<https://www.mn.sourcewell.org/education/funding>
2. Get response from Sourcewell.
3. Complete project before the end of the current fiscal year.
4. Submit completed reporting form and proof of expense at the conclusion of the project.

## Public purpose checklist

1. Does the proposed expenditure further a public purpose and benefit a "community as a body"?
  - If No, stop. The expenditure must not be made. The general objective of a public purpose is to promote public health, safety, general welfare, security, prosperity and/or the contentment of a community as a body.
  - If Yes, **detail how the expenditure furthers a public purpose and benefits the community** and continue on to No. 2.
  
2. Does the proposed expenditure benefit an individual?
  - If No, continue to No. 3.
  - If Yes, stop. The expenditure may not be appropriate unless the benefit to an individual is only incidental and the expenditure primarily benefits the public.
    - a. Is the benefit to an individual only incidental to the expenditure and does the expenditure primarily benefit the public?
      - If Yes, continue on to 3.
      - If No, stop. The expenditure must not be made.
  
3. Does the proposed expenditure benefit a private entity?
  - If No, continue to No. 4.
  - If Yes, stop. The expenditure may not be appropriate unless the benefit to an private entity is only incidental and the expenditure primarily benefits the public.
    - a. Is the benefit to a private entity only incidental to the expenditure and does the expenditure primarily benefit the public?
      - If Yes, continue to No. 4.
      - If No, stop. The expenditure must not be made.

4. Does the proposed expenditure fall within Sourcewell's statutory purpose and mission?

\_\_\_\_\_ If No, stop. The expenditure must not be made.

\_\_\_\_\_ If Yes, detail the purpose.

Purpose:

- \_\_\_\_\_ Administrative services
- \_\_\_\_\_ Curriculum development
- \_\_\_\_\_ Data processing
- \_\_\_\_\_ Distance learning and other telecommunication services
- \_\_\_\_\_ Evaluation and research
- \_\_\_\_\_ Staff development
- \_\_\_\_\_ Media and technology centers
- \_\_\_\_\_ Publication and dissemination of materials
- \_\_\_\_\_ Pupil personnel services
- \_\_\_\_\_ Planning
- \_\_\_\_\_ Secondary, postsecondary, community, adult, and adult vocational education
- \_\_\_\_\_ Teaching and learning services, including services for students with special talents and special needs
- \_\_\_\_\_ Employee personnel services
- \_\_\_\_\_ Vocational rehabilitation
- \_\_\_\_\_ Health, diagnostic, and child development services and centers
- \_\_\_\_\_ Leadership or direction in early childhood and family education
- \_\_\_\_\_ Community services
- \_\_\_\_\_ Shared time programs
- \_\_\_\_\_ Fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage
- \_\_\_\_\_ Technology planning, training, and support services
- \_\_\_\_\_ Health and safety services

- Student academic challenges
- Cooperative purchasing services
- Other

Detail the basis for the expenditure within Sourcewell's purpose and mission, and continue on to No. 5.

5. Do any conflicts of interest exist with regards to this proposed expenditure?

- If No, continue to No. 6.
- If Yes, has the conflict been resolved?
  - If No, stop. The expenditure must not be made.
  - If Yes, detail how the conflict has been resolved and continue on to No. 6.

6. Is the proposed expenditure in Sourcewell's best interests?

- If No, stop. The expenditure must not be made.
- If Yes, detail how it is in Sourcewell's (or Region 5's) best interest and continue on to No. 7.

7. Do any laws, board policies or regulations prohibit this expenditure?

- If Yes, stop. The expenditure must not be made.
- If No, continue to No. 8.

8. Is Sourcewell able to satisfy all the conditions, requirements, and procedures associated with this proposed expenditure?

- If No, stop. The expenditure must not be made.
- If Yes, continue on to No. 9.

9. Is the proposed expenditure a "gift," "donation," "prize" or payment for dues in a private organization?

- If Yes, stop. The expenditure must not be made.
- If No, form is complete.