

Small Project Partnership Program

For school districts

Guidelines:

- Must be a school district in Cass, Crow Wing, Morrison, Todd, or Wadena county.
- Must include a 50/50 financial match (in-kind support is not considered a financial match).
- Must include proof of financial match.
- 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).
- Each project should have direct K-12 student impact.
- 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.sourcewell-mn.gov/services/mn-programs/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 a 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.