FREEPORT-McMoRan FOUNDATION

Mini-Grant Instructions

HOW TO APPLY:
The links to the all Freeport-McMoRan Foundation applications can be found on www.FreeportinmyCommunity.com.
NOTE: We only accept applications submitted ONLINE.

NEW USER REGISTRATION:
If you are a new user and your organization does not have a profile in CyberGrants, click on 'First Time User' to create an account. Organizations that have applied for a grant previously will have a profile in the CyberGrants system. If you (the person applying) are a first time user and do not have a login, but your organization does have a profile, please email foundation@fmi.com to receive a login for your organization. When you log in, you will be prompted to change your password. Once logged in, you may update, delete and create new contacts for the organization.

NEW ORGANIZATION REGISTRATION:
You must use your NCES (National Center for Education Statistics) Identification number rather than a Tax Identification Number. You can find your NCES School ID and NCES District ID at the NCES website: http://nces.ed.gov/globallocator/
- School ID: K-12 public and private schools. For public schools, the NCES School ID should be the last 5 digits of a 12 digit NCES School ID number. For private schools, the School ID should be the 8 digit NCES School ID. If you do not know the school's NCES information, please visit the NCES website.
- District ID: K-12 public schools only. The NCES District ID should be the first 7 digits of a 12 digit NCES School ID number. If you do not know the school's NCES information, please visit the NCES website.
- **Private schools should leave this field blank.

MINI-GRANTS - SAMPLE APPLICATION

This is an example of the *online application* that you will submit. It may be useful to print it and refer to it as you prepare your own application. **NOTE: This is a READ ONLY version of the application. Do not mail a paper application.** The online grant application consists of seven sections, each of which must be completed for your proposal to be considered.

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

Contact Information

Please fill in the applicant's contact information.
Salutation, Title, Name, Address, Telephone, E-mail Address, Contact Type

School Information

Please enter the school's information.
Official Name, Legal Name, Address, Telephone, E-mail Address, Website Address, Principal Name, School District Name, NCES School ID, NCES District ID

Project Information

Project Title - Please enter your project title.
Total Project Budget - Please enter the total project budget amount.
Total Amount Requested from Freeport-McMoRan - The maximum amount awarded per classroom is $500. If multiple classrooms are applying for the same project, please submit one application (Note: the maximum amount that can be awarded per school is $2,000).
Budget Template - Click here to download the budget template. You are required to use this budget template. Once complete, please upload the file using the Upload File link below.

Community - Select the Community you are applying for.
Project Summary - Briefly summarize the proposed project, including target population, number of students to benefit in one academic year and project start and completion dates.
Project Focus Area - Select the focus area (Environment, Mining/Mineral/Natural Resources, Reading/Literacy, or STEM) that the proposed project addresses.
Projected Project Start Date - Enter the project start date.
Projected Project End Date - Enter the project end date.
Students Served - Approximately how many students will be impacted or benefit from the project?
Student Population - Will the project serve a classroom, multiple classrooms, or the entire school population?
Educational Need - Describe how the project addresses a compelling and well-defined educational need?
Student Impact - Describe the impact that the project will have on students.
Application Reviewed - Check the box to signify your principal has reviewed the final application. Your principal's signature is also required on the Statement of Understanding page.

Statement of Understanding

I understand that the awarding of all grant amounts shall be at the sole discretion of the Freeport-McMoRan Foundation Mini-Grants Review Committee. The Foundation has the right to disseminate information and materials developed as a result of the project. Grant funds must be used for developing and implementing the project proposed in this application unless a request to use the funds otherwise is submitted to and approved by the Foundation. Should I receive equipment or materials through this grant, I acknowledge that should I leave the school district or take a non-teaching position within the district, the equipment will remain with the district and be assigned to another teacher.

Statement of Understanding - Do you agree to the terms & conditions described in this Statement of Understanding?
Applicant Electronic Signature - Please enter your first and last name. Typing your name is equivalent to a legal signature confirming that you will comply with the obligations specified above.
Applicant Signature Date - Please enter the date you are electronically signing this Statement of Understanding.
Principal's Email Address – Please enter the principal's emails address.
Principal Electronic Signature - Please enter your first and last name. Typing your name is equivalent to a legal signature confirming that you will comply with the obligations specified above.
Principal Signature Date - Please enter the date you are electronically signing this Statement of Understanding.