



# MNSSELF

Minnesota Special Education Leaders Foundation

**TO:** Individuals and Organizations Seeking Financial Support for Training

**FROM:** Don Schuld, President  
MNSSELF Board of Directors

**RE:** Application Process

The Minnesota Special Education Leaders Foundation (MNSSELF) is a non-profit, 501c3 tax exempt charitable corporation created for the purpose of raising funds in order to sponsor:

- Workshops to encourage and help individuals determine if they wish to pursue a career as a special education administrator;
- Training and mentorship for new special education administrators;
- Training and support activities for veteran special education administrators; and
- Training and support for others who provide leadership in educating Minnesota's children and youth with disabilities.

## **Application Process**

Individuals or organizations that provide leadership training who wish to seek financial support from MNSSELF must submit a written proposal to the MNSSELF Board of Directors which sets forth the specifics of the proposed training, including:

1. the name of the individual or organization sponsoring the proposed training;
2. the audience or individuals who will be the recipients of the proposed training;
3. the goals or anticipated outcomes of the proposed training;
4. the operational plan for providing the proposed training;
5. the budget and requested schedule of financial support for the proposed training;
6. the plan for measuring the success and outcomes of the proposed training; and
7. other pertinent details regarding the proposed training.

After reviewing the written proposal, the MNSSELF Board may request the individual or representatives of the organization proposing the training to appear before the Board to answer any remaining questions regarding the proposal.

Decisions regarding the use of MNSSELF funds in support of proposed training activities will be made by the MNSSELF Board of Directors



# MNSELF

Minnesota Special Education Leaders Foundation

## **Project Summary**

Upon conclusion of a MNSELF supported activity, a written summary, which includes the measured outcomes and a detailed listing of actual costs of the activity, must be submitted to the MNSELF Board of Directors. Individuals or organizations that sponsor training activities that are ongoing over a period of weeks or months may be required to provide periodic updates as requested by the Board.

## **Payment of Funded Trainings**

The MNSELF Board of Directors will determine the schedule of payments in support of the proposed training activity. Not more than fifty percent (50%) of approved funding will be provided 'up-front,' prior to initiation of the training activity. Not more than ninety percent (90%) of approved funding will be disbursed prior to the conclusion of the training activity. Final payment, up to the amount initially approved by the Board, will be made upon receipt of the written Project Summary as described above.