



BETHEL EDUCATION FOUNDATION

2019-20 Community Grant Application Guidelines

The mission of the Bethel Education Foundation is to promote innovation, creativity, and excellence in learning for our children and the Bethel community. We are pleased to offer grants to Bethel nonprofit organizations for projects that fulfill our mission. The Bethel Education Foundation is a charitable 501(c)(3) organization.

WHO CAN APPLY?

- Bethel based nonprofit organizations.

A SUCCESSFUL PROGRAM OR PROJECT WILL:

- Be hands-on, experiential, innovative and interactive See community members thinking, exploring, building, creating, experimenting, and presenting as a result of the grant.
- Serve a real need that is outside the normal operating budgets of the nonprofit organization.
- Benefit the largest number of students possible.

WHAT IS NOT ELIGIBLE FOR FUNDING:

- We do not fund proposals that are mainly for supplies, salaries, or other items that should be taken care of by typical school and district budgets.
- The Foundation will not fund any project which it determines in its discretion does not meet the letter as well as the spirit of its guidelines.
- We do not fund existing programs or fund programs on an on-going basis.
- We will not fund the expansion of projects previously funded by BEF that benefit the same students (for example, a request to fund iPad covers for iPads previously purchased through a BEF grant).

GRANT SUBMISSION:

- Completed, signed grant applications are due to the Bethel Education Foundation **by Wednesday, December 4th**.
- Completed applications include the proposal, budget, appropriate signatures and supplemental information.
- **Applications must be submitted by email**, but a hard copy with signatures can be submitted by email (as a pdf), mail or by hand. Applications must include all documentation and signatures to be considered complete.
 - Email to betheledfoundation@yahoo.com
 - Mail to the BEF at PO Box 92, Bethel, CT 06801 Attn: Grants
 - By hand to a BEF Director
- Grant monies awarded will be contingent upon available funds and the discretion of the Bethel Education Foundation.

HOW WILL GRANT PROPOSALS BE CHOSEN?

- Grants are selected by the Foundation's Directors. Directors are local parents, community volunteers, area educators (not employed by the Bethel Public Schools or St. Mary School). Ex-officio members and Teacher Liaisons do not have voting rights.
- Completed proposals are due to the BEF no later than **Wednesday, December 4, 2019**.
- A grant review meeting will take place **in early January**. The exact time and location will be determined closer to that date.
- All applicants will have a brief opportunity at this meeting to provide any project updates and answer questions of the BEF directors.
- For evaluation criteria see the BEF Grants Rubric at the end of this document.
- An announcement of awarded projects will take place in late January 2020.

PRESENTING AT THE GRANT MEETING:

- Applications for requests over \$2,500 are required to attend the meeting and present the proposal.
- **We encourage all applicants/project directors to present their request at the BEF grant meeting**
- No more than 10 minutes per proposal will be allotted for presenting and answering questions.
- Presentations may take the form of a visual presentation utilizing technology in the room or simply talking about the request as it is written.

FOR REQUESTS OVER \$5,000:

- Applicants must present their request at a BEF Board of Directors meeting.
- **The Board of Directors generally does not fund more than one (1) request each year that exceeds \$5,000.**
- Requests over \$5,000 must clearly address innovation, advancement and impact and have the potential to be utilized daily in improving student outcomes.
- Funded requests have previously been awarded for novel, multidisciplinary projects that involve a grade or school level and can be model programs that could be implemented throughout the community.

PUBLICITY-RELATED RESPONSIBILITIES OF THE PROJECT DIRECTOR INCLUDE THE FOLLOWING:

- Must agree to acknowledge the support of the Bethel Education Foundation in any printed material or presentations such as school or district newsletters, local newspapers, or other media. Recipients must include the following statement when writing about a BEF grant: *"This project is supported by a grant from the Bethel Education Foundation."*
- Must provide digital photos of the project that will be published in the BEF newsletter, website, and/or Facebook.
- Work with the BEF to showcase the grant in the community.
- Use the BEF logo (downloadable from the BEF website) in publicizing the project whenever possible.

QUESTIONS AND INQUIRIES REGARDING THE APPLICATION CAN BE SOUGHT FROM:

- **BEF:** Heather Pontonio (heather.pontonio@gmail.com)

Updated: 9.14.19



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Grants Rubric

The BEF Board of Directors will use the following rubric as its guide to determine the appropriateness of grant requests. Please review this information to understand the decision-making process.

Innovation

Project is innovative and imaginative. It represents a new idea or substantially and significantly furthers the development of an existing project or project.

Advancement

The project promotes, engages, enriches and stimulates learning.

Impact & Sustainability

Target population is clearly defined and the project is likely to have a positive impact or has the potential to transform the culture of the community. The project has the potential to be replicated and/or larger impact.

Implementation

Proposal states specific activities, references existing or similar projects, and includes an executable action plan that is likely to lead to the desired results/outcomes.

Need

Proposal clearly states how project serves a need that is outside the normal operating budgets

Budget

Budget is reasonable, consistent with the proposal, researched, complete and thorough.