



# BETHEL EDUCATION FOUNDATION

## 2024-25 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 community members 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 organization 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 community members (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 Friday, December 6<sup>th</sup>**.
- 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](mailto: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. Ex-officio members and Teacher Liaisons do not have voting rights.
- A grant review meeting will take place roughly **6 weeks after the deadline**. The exact time and location will be determined closer to that date. All applicants will be asked to hold the date.
- Closer to the meeting date BEF directors will follow-up with notification to attend the meeting or not. There will be a Zoom option for attendance as well. The main purpose in attending this meeting is to respond to questions from 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 by early February.

## **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:** [betheledfoundation@yahoo.com](mailto:betheledfoundation@yahoo.com)

Updated: 9.18.24

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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.