



BETHEL EDUCATION FOUNDATION

Grant Application

Please see the Application Guidelines for submission guidelines

Application Submission Date	
School Name	
Project Director Name(s)	
Grade(s) and/or Subject(s) Taught	
Daytime Phone Number	work, home or cell?
Work Email Address	
Project Title	Be creative here – this is what BEF will list as the name of the funded project. What’s more fun for BEF to say as we talk about your project (for example Math packets or Mighty Math!). This should be short and sweet – only a few words
Requested Grant Amount	\$ make sure this matches your budget
Date funds need to be available	ASAP is fine. This is most important if you have a price quote that expires.

PROJECT DESCRIPTION

Briefly describe your project.

Here’s your chance to explain the project. What do you want to do? Is this in the classroom, part of the larger school efforts? Where did the idea come from? Another school? This doesn’t need to be long, but if BEF was to talk about the project, they should be able to share this section and it should stand alone to explain the proposal.

INNOVATION

Describe how this project is innovative or has creative qualities.

What makes this different from what is already taking place? How will this engage students differently? How will this advance teaching? Change the classroom?

ADVANCEMENT

Describe how it will engage students, enhance their learning and the curriculum, or promote advancement of skills that support the educational goals of the Bethel Public School System, St. Mary’s School of Bethel or the Bethel community.

How does the project link to core curriculum? You may want to list out the curriculum links – or make that an additional attachment. Does this prepare students to any tests? Encourage learning differently? Engage them in ways that the current teaching tools do not?

IMPACT & SUSTAINABILITY

directly involved in project: Students _____ Teachers _____ Grade(s) _____

indirectly impacted: Students _____ Teachers _____

Directly involved include students and teachers who will be part of the project, indirect includes others who also benefit but don’t directly use. It’s ok if indirect impact is 0. This number should reflect only the first year of the project.

Should the program receive initial funding, will the program be able to sustain itself after initial funding? Explain how.

Many projects don’t require future funds. Some will require future allocation for supplies, additional app purchases, etc. Some may need to get support from the BOE or PTO to continue the program after the funded year.

For technology purchases, explain how you will seek funding for software updates and/or the future purchase of “apps”.

Again, might be school allocation of funds, might be part of BOE technology budget, or apps may be free and not require more purchases. Frequently this falls under the BOE technology support – which should be stated here.

IMPLEMENTATION

Please list the goals this project hopes to achieve or accomplish:

A

Use this to talk about you hope to see in the first year of the project. Will the student be better learners, score higher on tests, be more engaged, move through material faster, be better investigators?
Use data, numbers and other reference points if possible to talk about how you will know this project
Made a difference in student learning and engagement!

Plan of Action: Explain how you plan to execute and accomplish your objectives.

B

What exactly is your plan? And how does it link to your goals (A)? Nothing should happen before grants are announced, but after that point, are you waiting for purchases, do you need to work with other teachers to create curriculum or programs, is there technology to be installed, when will students begin to interact with the project? When will you be able to evaluate the project success? There may be lots more to add here... each project will have a unique action plan.

Timeline: Provide a time schedule for the implementation for your project. (If your project is time-specific, please indicate in which weeks or months it would occur.)

C

This ties (A) and (B) together. This also connects back to the 'date funds need to be available' question on the first page. Nothing should occur before grants are announced. But then you may have months of action before you see any of the goals achieved. Part of this response lets BEF know when you will see success, when follow-ups can be made, when an evaluation can be submitted, etc.

NEED

Given the Foundation's grant criteria and mission, explain why you think your project should be selected and what needs it fulfills. Please avoid redundancy and be specific in providing your reasons.

This is a competitive process with many other grants being evaluated at the same time. Grants are reviewed on a rubric that is listed in the guidelines. Is this providing students a learning opportunity they otherwise don't have? Is this responding to learning differences? Is this an amazing program in another school district that will benefit Bethel students? Applications are looked at in their entirety, so redundancy is not necessary if you have covered this in other sections, but there may be something that strikes you as why this is important for students that didn't fall into another section.

Are other funds, alternative or joint, available to support this project from another source (PTO, BOE, Booster Club)?

Yes No

If yes, please describe what efforts you have made to obtain such funds and clarify their relation to your grant.

If no – that's ok. If yes – what or how much have they agreed to fund to help make this project happen?

Does your project link to the current school year's school/district priorities?

Note: checking 'no' does not affect the review of your request

Yes No

If yes, please describe how.

This may fall into a focus of administrators, or it may not – but still benefits the students. That's perfectly fine. Part of this question is to connect your thinking to other priorities that may not be initially visible or come up in the other questions.

BUDGET

Below or on a separate sheet, provide a detailed, itemized list of the supplies and expenses you anticipate for the project. List each item on one line and the associated cost next to it. Include any in-kind or other funding contributions along with their sources. (The application is not complete without an itemized budget attached.)

Be as detailed as possible. Include taxes if applicable. All quotes should be at the negotiated school rates. Note that once a grant is approved no additional expenses can be added and no additional items can be added. For example, a request for iPads cannot later come back and ask for keyboards or protective covers. Make sure you are being thorough in your budgeting. Additionally, you may want to get multiple quotes and provide the recommended quote with a statement that additional quotes were explored.

For hardware or equipment purchases, explain how you will provide for its safe storage.

Will this be in your classroom or locked elsewhere? Will many teachers have access to it?

Responsibilities of Grant Recipients

- The Project Director is highly encouraged to present this application at the BEF board meeting. If the project director is not available, the request will still be reviewed based solely on the written proposal.
- The Project Director is required to complete the BEF Evaluation Form within 3 months following the start of the project. The final report should contain visuals and/or graphics illustrating activities or results of the project. (The evaluation form can be downloaded from our website).
- The Project Director may be asked to allow BEF Directors to quietly observe the class engaging in the project.
- Return any unused grant funds remaining at the end of the project to the BEF. The Project Director acknowledges that approved funds must be expended within 90 days otherwise the money will be returned to the BEF.

Signatures of Approval:

Project Director/Applicant (required) _____

By signing here, the Project Director acknowledges that approved funds must be expended within 90 days otherwise the money will be returned to the BEF. A copy of the final purchase order must be sent to Bethel Education Foundation.

School Administrator (required) _____

BEF Teacher Liaison at your school (required) _____

Superintendent of Schools* _____

**Required for any proposal over \$5,000 or if the proposal that includes a technological component.*

Completed applications must be received by BEF by the deadline posted on the BEF website. **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.

Mailed applications must include be sent to:

Bethel Education Foundation
PO Box 92
Bethel, CT 06801
Attn: Grants

Emailed applications must include the signed proposal as a pdf sent to: betheledfoundation@yahoo.com

Incomplete applications will not be considered for funding.

Office Use Only:

Date the proposal was reviewed _____

Accepted Grant Amount _____ Paid - Check # _____

Denied Reason: _____

Contingent on: _____

Listed on BEF website and Facebook page Photos received from Project Director

Evaluation report and copy of final purchase order received from Project Director Date: _____

Notes: