



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	
Requested Grant Amount	\$
Date funds need to be available	

PROJECT DESCRIPTION

Briefly describe your project.

INNOVATION

Describe how this project is innovative or has creative qualities.

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.

IMPACT & SUSTAINABILITY

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

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

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

IMPLEMENTATION

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

-
-
-
-
-

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

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.)

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.

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.

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.

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.)

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

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

Email: betheledfoundation@yahoo.com

Incomplete applications will not be considered for funding.

Office Use Only:	
Date the proposal was reviewed _____	
<input type="checkbox"/> Accepted	Grant Amount _____ Paid - Check # _____
<input type="checkbox"/> Denied	Reason: _____
<input type="checkbox"/> Contingent on:	_____
<input type="checkbox"/> Listed on BEF website and Facebook page	<input type="checkbox"/> Photos received from Project Director
<input type="checkbox"/> Evaluation report and copy of final purchase order received from Project Director	Date: _____
Notes:	