

ANNOUNCING
Beech Grove Education Foundation
2016-2017 Grant Program

Who May Apply: Any Beech Grove teacher, group of teachers, school personnel, or administrators.

Classroom Grant: A classroom or organizational project with a budget up to \$500. The Project should fill a need for which no other funding is available.

School Grant: A department, grade level, whole school or multi-school project with a budget up to \$2000. Applicants should demonstrate a collaborative planning process and explain how the program will be managed cooperatively. One person should be designated as the project leader.

Focus Grant: A grade level, whole school or multi-school project that cannot be completed in one school year but takes no more than three school years. Applicants should demonstrate a collaborative planning process and explain how the program will be managed. The Principal and Director of Curriculum must approve the project. Budget per year: \$2000 to \$5000.

How to apply: Download and complete the application form and **submit proposal by Monday, April 11, 2016 to: mstevens@bgcs.k12.in.us. Proposals must be submitted electronically.**

Notification: Recipients will be notified via email the week of **April 29**. Grants are to be used for the following school year. If the project is for a summer program, funding can be provided by request.

Guidelines

Projects should not be eligible for funding through regular school budget channels.

In the event a grant recipient is unable to conduct the program as submitted, the recipient should notify the Foundation immediately. The Foundation may require a revised budget and/or may withdraw approval of the funding.

A person may submit only one proposal per grant cycle; however, a person may be included in a school grant or focus grant as a participant in projects involving multiple teachers.

Total number of students impacted will be given consideration.

Please remember that the review panel consists of those who may not be from the academic or teaching profession. Refrain from use of jargon. Write your proposal as though you are speaking to someone who knows nothing about the project that you are requesting to be funded.

If the project could be potentially funded through the Foundation's Donor's Choose program, it is advised that this funding source be pursued first and that it be noted in the proposal that the request can not be filled through Donors Choose.org. For more information, go to www.bgedfoundation.org and click on the link to DonorsChoose.

Projects *could* be funded for a maximum of three consecutive years.

All grant recipients will be required to submit a final report summarizing the outcomes of the program within 30 days following completion of the project.

Anyone who has not submitted the final reports for a previous grant will not be eligible for an upcoming grant cycle.

PROJECTS NOT ELIGIBLE FOR FUNDING ARE THOSE THAT HAVE:

1. limited academic value
2. requests for food
3. resources available through the school budget
4. requests for professional development
5. field trips without an educational component
6. repairs to school facilities
7. no budget
8. requests that can be provided through DonorsChoose.org

If you have questions, please feel free to contact Melody Stevens, mstevens@bgcs.k12.in.us; 908-1223, or 788-4481.

FOR FOUNDATION USE ONLY

Date received: _____
Total request: _____
School: _____
Approved: _____
Denied: _____

Beech Grove Education Foundation
GRANT PROPOSAL
2016-2017

Project Title: _____

Type of Grant: Classroom _____ School _____ Focus _____

Amount requested: _____ Time frame of project: _____

Target Groups: Number of students _____

Age group/Grade level _____

Number of teachers _____

Others (please specify) _____

Project Director: _____

Position: _____

School: _____

School Address: _____

School Phone & Extension _____

Email Address: _____

Signature of Project Director

Signature of School Principal

PART I. Project Description: _____

PART II. Project Goals: Describe the overall purpose of the project, how and why it will benefit students, teachers or others. _____

PART III. Project Evaluation: What standards of measurement will you use to determine if your goals have been met? _____

Part IV. Project Budget Form

Expense Item

Projected Cost

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total Budget Amount \$ _____

List any additional project costs including all in-kind contribution:

1. _____
2. _____
3. _____

If applicable how will the project be funded beyond the current grant period?

Please submit electronically by **Monday, April 11, 2016**