

**Birmingham Education Foundation**

**SAMPLE GRANT APPLICATION**

Please use this template as you draft your grant application, and then cut and paste the answers in to our online template, which can be found at <https://www.supportbef.org/grant-application.html>

**General Information**

Name\*: Jane Smith

Email\*: smith123@birmingham.k12.mi.us

School\*: Groves High School

Position in the District\*: Art Teacher

*Example: First Grade Teacher, Reading Specialist, Counselor*

Names of Other Teachers Involved in Request: Sam Jones (Greenfield)

*Please list the names of any other teachers involved in the grant so that we may keep them up to date!*

Title or Topic of Grant\*: Pinhole Camera Project

Amount of Grant Request\*: $515

What other sources have you asked for funding? \*

*Please check all that you have asked. At a minimum, you must ask the top 3. Note: We do not require you to have secured funding from other sources, but do require that you have asked.*

* X Principal
* X Department Chair
* X PTA
* Booster Groups
* X Parents
* Community Organizations
* Other

What was the response to your request for funds from other sources?\*

*Example: “My principal and department chair do not have funding for this. The PTA is giving $500 towards supplies.”*

The principal is giving us funds to transport the students from Groves to Greenfield. The PTA is giving $300 towards supplies for the project. My department chair did not have funds for this project. Parents will be sending in containers and items that we can use to create our “found” pinhole cameras.

Could your initiative be successful if it received partial funding from the BEF? Please explain.\*

*For example, if you are requesting 10 student kits, but the project could be successful with 5 kits, tell us that and let us know how much 5 kits will cost. Or, if you’re requesting $1,000 for an event, but you could still hold the event if you were granted $750, let us know. You can also tell us “This will not be able to happen without full funding.”*

My project could still be successful, though we would have to limit the number of exposures that the students were able to take and pictures that would be developed.

Project Start Date\*: April 2020

*If you don’t have an exact date, indicate the month when you hope to start.*

Grade of students impacted\*: 5th and 9-12

Number of students impacted\*: 90

Have you reviewed the guidelines and sample grant application on our website?\*

*Guidelines and sample applications can be found here:*

* X Yes
* No

If you are granted funds, do you agree to acknowledge the BEF Grant in materials or communications related to the grant?\*

*Example: Include a note in the school e-news, your emails to parents, on permission slips, social media posts about the grant, etc.*

Yes! We will be holding an art show at our end of year celebration, and we would be happy to post the BEF logo with the pictures, along with a sign that says “Thank you BEF!”.

Affirm understanding of what BEF Grants DO NOT Fund\*

*By checking below, you are indicating that you understand that BEF Grants do not fund consumables, refreshments, travel expenses for BPS staff or students, professional development, iPads, laptops, Chromebooks or other technology considered ‘standard equipment’, furniture of any kind, uniforms, costumes or apparel, or subscription software that does not have plans for future funding.*

* X I understand

**Narrative Description**

Give a detailed description of your project, including information on how it will directly impact students.\*

*Please make sure that your grant application can be understood by anyone who reads it.*

Students from the Groves Photography Classes will travel to Greenfield to work with fifth grade students to create pinhole cameras. The students will first create cameras using “found” materials. We will use those “cameras” to create images, which will be developed by the Groves students. In the second phase, we will use purchased tin cans to create images and again, the Groves students will develop the images. The Groves students will then bring back the images to Greenfield, where students will compare and contrast the images and hypothesize about what caused the differences. The Greenfield students will be asked to write short stories about the images that they have created. They will then present the images and stories as part of an art show during our end of year celebration.

The high school students have photography during the end of their day, and so can travel to Greenfield without missing any other classes. I have secured approval from both the principal at Groves and at Greenfield to bring the high school students to Greenfield. We will meet approximately 5 times to complete this project.

It is the mission of the BEF to make exceptional educational experiences possible for BPS students. How does your grant meet this goal?\*

I believe that bringing together high school and elementary students to participate in a creative activity is an exceptional experience. Rather than just learning about how photography produces images, they will take part in building the cameras to capture those images, then compare the images made with different types of cameras. Students will be taking part in active learning, rather than theoretical learning. High school students will have the chance to connect with younger students, and will gain experience developing images.

Tell us about the inspiration behind your grant application. What made you want to bring this opportunity to your students?\*

For years I had been having Groves students create and experiment with pinhole cameras as part of our class. The technique is quite simple, and three years ago, I saw that we might be able to connect with an elementary school to do this project. I spoke with Sam Jones, and we saw that our schedules lined up and that we would be able to join together to do this project. The high school students will still be able to learn how to create these most basic cameras and will gain experience in the dark room, and the elementary students will have the opportunity to take part in a very unique project and connect with older students.

What do you anticipate as the outcome and impact of your project? Please explain your evaluation process and how it will measure your anticipated result. How will you share this information with the BEF?\*

*Please explain the short and long term impact of your grant project as part of your response.*

The outcome of this project will be as follows:

* High school students will gain skill working with younger students
* High school students will gain experience developing images
* High school students will gain understanding by helping the elementary school students craft pinhole cameras that are capable of capturing images
* Elementary students will gain an understanding of how photography uses light to create images
* Elementary students will be able to express themselves artistically
* Elementary students will practice translating something they are seeing to a piece of writing

The impact that this grant will have will be long lasting. By bringing together students from high school and elementary, we will be helping to create stronger bonds in our community. Students will have a greater understanding of how images are captured and a greater capacity to write about what they see.

What is your timeline for this project?\*

*The BEF does not fund projects that have already happened. Applications are due by the 1st of the month for review that month. Grants will be reviewed on the second Monday of the following months: September – January, March – April. (Small but Mighty grants for less than $250 will be reviewed within 2 weeks of receipt.)*

We plan to meet 5 times during April and early May, depending on weather. Our meeting schedule is as follows:

April 15 – Create pinhole cameras with “found” objects

April 22 – Use found object cameras to create first images

April 29 – Create pinhole cameras using purchased items

May 6 – Create images using standardized cameras

May 13 – Return with all developed images, high school students work with elementary students to compare and contrast

After the group meetings, beginning on May 14, the fifth graders will write the stories based on their pictures and then will create a gallery while will be available to the public during the end of year celebration on May 29.

Provide a detailed budget for your project.\*

*If you would rather attach a budget, type “see attachment” in the field.*

$200 – photo paper for pinhole cameras

$300 – pinhole camera bodies

$15 – shipping

$525 Total Budget

Please upload any files that will help us to understand your project.

*This might include screenshots of budget documents, brohures or pamphlets about the items you wish to purchase or anything else that will help the committee fully understand your request. Only one file can be uploaded. We would suggest that you convert any files you’d like to include to a .pdf format and merge them into one document before attaching. If you have questions about how to do this, please contact our office.*

[Attached examples of past pinhole camera projects from high school students]

Administrator to contact\*: Casey Adams

*Please let us know which administrator we should contact for approval. We must have administrator approval before we consider a grant request.*