The Birmingham Education Foundation

2017-18 GREAT IDEA GRANT APPLICATION FORM

The Mission: Birmingham Education Foundation raises private funds from our community to ensure academic excellence and innovation in the Birmingham Public School District.

Grant applications are reviewed on a rolling basis. The Foundation will let you know the status of your grant within 60 days of receipt. The Foundation meets the second Monday of each month from Sept to June to consider grant requests. Grants need to be received 5 days prior to a meeting to guarantee consideration at that month’s meeting.

**Each year the BEF appropriates a sum to be used specifically for technology grants. Technology grant applications are due October 15, 2017. Please see the technology grant application for more information.**

**GRANT APPLICATION GUIDELINES** *(Please read carefully prior to applying.)* 

1. Great Idea Grants do not fund transportation of any kind, professional development or salaries of staff or coaches, individual student scholarships, consumable goods, events that have already taken place or items that have already been purchased.
2. Any dollar amount will be considered.
3. Grant applications must be for things that align with the BPS strategic plan, the mission of the BEF, and for those things which fall outside of the district budget, which includes the 2015 Bond.
4. Great Idea Grants are not designed to provide ongoing funding. Grants will be eligible for full funding for the first two years of a grant initiative and for 50% funding in the third year.
5. Grant requests must be made by a BPS employee.
6. Grants must be submitted with a detailed budget and signed by a BPS administrator. District approval is required.
7. Grant recipients agree to report back to the BEF regarding their grant at the completion of activities funded by the grant, or within 6 months of the grant being awarded, whichever comes first. Failure to report may impact future grant eligibility.
8. Any funds not used by the grant recipient should be returned to the BEF.
9. The BEF believes in partnership with other school organizations to make everyone’s limited funds go further. We highly encourage grant seekers to explore other funding sources in addition to the BEF in order to fully fund grant initiatives. If you are not sure what other funding sources might be available, please contact your principal.
10. The BEF grant committee is made up of educators, former educators and community members, all of whom want the best for BPS students. As you write your proposal, please keep in mind that jargon and acronyms commonly used in education may not be understood by our community members.
11. Visit [www.supportbef.com/grant-applications](http://www.supportbef.com/grant-applications) to download and review the sample grant application prior to completing this application.

**GRANT APPLICATION**

**Staff name(s):** **Date:**

**Email address(es):**

**Phone:**

**School(s)**:

**Title or Topic of Grant:**

**Amount of Grant Request**: **Have you requested funds from other sources?** Yes No

**If you have requested funds from other sources, please explain:**

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

**Projected Start Date**: **Projected End Date**: or Ongoing

**Grade of Students Impacted**: **Number of Students Impacted**:

**Have you viewed the sample grant on our website prior to completing this request?** Yes No

**Narrative Description of Grant Request**

**Please give a detailed narrative description of your project and how it will benefit students.***Use as much space as necessary to describe the full scope of your project.*

**How do you plan to evaluate the success of your project?**

**Provide a timeline for your project:**

**Provide a detailed budget for your project:***Grants must provide a detailed budget before they will be considered. Grants without a detailed budget will not be considered.*

**Applicant Signature:**

 **Principal/Supervisor’s Signature:**
*Grants must be signed by a principal or supervisor before they will be considered.*