The Birmingham Education Foundation

2016-17 TECHNOLOGY GRANT APPLICATION FORM

DUE OCTOBER 16, 2017

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

Each year, the BEF sets aside a portion of funding to be used for technology related grant applications. As with all BEF grants, we will accept applications for grants where the request falls outside of building and district budgets, which includes the 2015 Bond. Due to the 2015 Bond, the BEF is not considering requests for technology that is meant to update or replace existing technology. We are not currently funding iPads, basic computer needs, or those items that the District has deemed standard classroom technology. The District has guidelines and plans for rolling out these purchases, including long-term support. It is best to check with the Tech Services department prior to writing a grant for technology, as there may already be a plan in place to meet your needs.

**When applying, your budget must include prices that you have gotten from tech services. Please do not fill out the budget with amounts you have found by searching online. These prices will be different from actual costs, and will slow down the process if you are awarded a grant.**

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

1. 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.*