

BEDFORD EDUCATION FOUNDATION (BEF) GRANT PROPOSAL INFORMATION

GOALS OF THE BEF GRANT PROGRAM

- To encourage collaboration among teachers, administrators, parents and community groups to benefit the Bedford Public Schools.
- To support creative and innovative curricular development that is beyond the scope of the typical school budget. Creative ideas can be ones that reflect alternative approaches to typical instruction. Innovative ideas can be ones that support “out of the box” approaches to curriculum implementation.
- To support initiatives that impacts a significant number of students.

BEF grants are not intended to replace or relieve existing responsibility for public funding of programs for the public school system, nor are they intended to substitute for normal budget growth and maintenance.

GRANTS AWARDED

BEF grants are categorized into two groups. **The same application is used for both:**

BEF Initiative Grants (< \$500) are used for small projects. The maximum Initiative Grant amount is **\$500**.

BEF Enterprise Grants (> \$500) are larger in dollar value, ranging from \$500 to \$5000. These grants may be used for program enhancement or a specific project. Due to the larger value of the grants, more detailed information is required.

Teachers (full and part-time), administrators and curriculum specialists within the Bedford Public Schools are eligible to apply for grants.

APPLICATION DEADLINES

October 15th for grants to be awarded on November 15th

February 15th for grants to be awarded on March 15th

July 15th for grants to be awarded on August 15th

Applications will be accepted at any time throughout the year. Applications will be reviewed three times a year. The **application deadline** for grants are October 15th, February 15th and July 15th. Grants will be awarded by November 15th, March 15th, and August 15th, respectively. Grant application is on our website and should be emailed to grants@bedfordeducation.org

BEF will award grants for a one-year term only. Additional funding for the same project will be considered for a maximum of two additional years.

GRANT CRITERIA

- Proposal is teacher/administrator initiated
- Proposal reflects the BEF mission by being innovative and/or creative. Sponsored initiatives may be ideas or innovations:
 - a) that support current practice;
 - b) that expand or enhance current practice;
 - c) that approach framework requirements via alternative methodology;
 - d) that utilize technology to support, enhance or expand current practice.
- Proposal has clearly defined goals, activities, and outcomes.
- Proposal contains evaluation mechanism that can accurately assess project outcome.
- Budget clarity
- Proposal has high probability of continuing after this funding cycle.
- A Proposal that positively impacts larger portions of school population will be given priority.
- Proposals should be consistent with school improvement plans and superintendent's goals. BEF will ensure that proposal reflects this by garnering support of proposal from the Director of Curriculum and Instruction.
- Overall strength of proposal
- Grants may be added to other grants that are received.
- BEF's goal is to **distribute equitably grants among the schools.**
- **For grants involving technology** equipment:
 - Prior to submitting application, the **applicant** must insure that the equipment is compatible with Bedford School technology by securing approval from the Systems Administrator.

What can be funded:

- Training related to implementation of the proposal
- Consultants' fees
- Equipment, supplies, and materials required to implement the proposal

What cannot be funded:

- Travel will **not** be funded.
- Proposals for items that are typically funded within the school budget
- Salaried positions
- Basic school curriculum development
- Refreshments
- Decorations
- Projects more appropriately funded elsewhere (e.g. PTO or Athletic Association)

GRANT REVIEW PROCESS

Final decisions on grant proposals are made by the full board of the Bedford Education Foundation after review and recommendations by the Grants Committee. Awards are made on the merits of each proposal and the ability of the BEF to fund them. The Bedford School Committee will be provided with a list of awarded grants.

RECIPIENT OBLIGATIONS

Grant Recipients are expected to assist the BEF in publicizing their projects to parents and teachers.

When issuing statements and/or press releases describing the project, and when presenting the result of the grant in any public forum, grant recipients are required to include the following information: **“This project is made possible (in whole or in part) by a grant from the Bedford Education Foundation.”**

By accepting funding, grant recipients agree to provide updates on grant implementation. These may include photos, demonstrations or information about the grant and its outcome.

Funds spent must be consistent with the intent of the budget presented in the proposal. All purchases will follow the established procedures of the Bedford Public Schools and be made through the school business office.

Allocated funds must be spent by June 1 of the school year that the grant was awarded. All purchases will follow the established purchasing procedures of the Bedford Public Schools.

By the conclusion of the school year, grant recipients will complete a 1 page final report, including pictures if possible, summarizing the grant’s outcomes.

INTERVIEW PROCESS

Some applicants may be asked to present their proposal in greater detail to the Grants Committee and to answer any questions raised by the Committee or BEF Board Members.