

GRANT PROPOSAL COVER SHEET

To insure legibility and full understanding, all applications must be typed

Fall Mini Grant
(Not to exceed \$700)

Spring Grant
(In excess of \$700)

Proposal Title: _____

<u>Applicant(s) Name</u> (list primary contact person first)	<u>School</u>	<u>Email</u>	<u>Position/Title</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total amount of proposed grant: \$_____ Is this a new project? Yes No

Will this project be possible if BFEE doesn't fund it? Yes, in part Yes, in full No

If yes, explain: _____

I grant to the BFEE and the Batavia Public Schools the right to use this proposal and results of this project, if funded, for instructional use within this district or to help other educators.

I accept the responsibilities and requirements of this grant, as defined in the Policy for Requests, Selection and Disbursement document.

Applicant(s) Signature(s)

_____, Date _____, _____, Date _____
_____, Date _____, _____, Date _____

Principal's Signature _____ Date _____

ANY technological impact or change on or in any building and grounds requires a signature of
_____, Date _____, Director of Technology or
_____, Date _____, Director of Buildings and Grounds

Received by BFEE: (Date) _____ (Time) _____

GRANT PROPOSAL REQUIREMENTS

The Batavia Foundation for Educational Excellence has been established to provide funds for enrichment of educational programs in the Batavia Public Schools.

To properly evaluate your grant application and proposal, the proposal needs to be submitted in the format outlined below. All components must be completed for consideration. Applicants should review the Foundation Policy for Requests, Selection and Disbursement of Grant Funds. This is available through our website at www.bataviafoundation.org.

The Batavia Foundation for Educational Excellence requests that the following items be addressed and identified by number and bold title in all proposals. Applicants may attach any other material that will be helpful in evaluation and explanation of the proposal.

1. **PROJECT DESCRIPTION**

Describe the proposed program, service or activity to be funded. Please include explanatory literature, drawing, sketches, etc., which are helpful in understanding the scope of this proposal.

2. **PROJECT RATIONALE**

- How does the above enhance or enrich educational opportunities or programs for Batavia students?
- How does the proposed program, service, or activity differ from current offerings?

3. **PROJECT PARTICIPANTS**

- What grade level will be participating in proposed project?
- How many students will participate in proposed project?
- What, if any, are the implications for staff training if this proposal is implemented?

4. **PROJECT BUDGET**

Include an **itemized** budget for the BFEE proposal. If applicable, include shipping and handling. If grant funds do not cover the total project cost, provide supplemental funding information.

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5. **PROJECT EVALUATION**

- What Is the SMART Goal of this Project?
- How will this goal be measured?
- How often will this goal be measured?
- If you will be using a survey, provide the survey questions

You are required to submit a written evaluation to the board no later than May 30 of the fiscal year in which the proposal was funded.

All activities and purchases for the grant must be completed in the school year for which it is funded. Therefore, all invoices or receipts for reimbursement must be submitted to the Batavia Foundation for Educational Excellence secretary by May 30.

BATAVIA FOUNDATION FOR EDUCATIONAL EXCELLENCE

POLICY FOR REQUESTS, SELECTION AND DISBURSEMENT OF GRANT FUNDS

I. Funding guidelines:

In keeping with the philosophy and goals of the Batavia Foundation for Educational Excellence, the Foundation will select those programs, activities, and purchases that will enhance and support educational opportunities for students in the Batavia Public Schools.

The following criteria will serve as guidelines:

- A. Fall Mini Grants are not to exceed \$700. Spring Grants are in excess of \$700.
- B. All grade levels and curricular areas will be considered.
- C. Foundation funds will fund innovative programs, activities, educational opportunities and purchases that are not included in the district's regular operating budget.
- D. Foundation funds will not be appropriated for salaries or stipends, purchase of textbooks or non-instructional supplies.
- E. Foundation funds will be appropriated for initiatives such as:
 - 1. Technological tools that transform instruction, learning and assessment.
 - 2. Academies for student enrichment to include after school and summer programs in science, writing, art, and vocational areas.
 - 3. Innovative approach in actual technology or in the use of the technology.
 - 4. Artist in Residence programs to include authors, performers, artists, scientists, technologists, and craftsmen.
 - 5. Math, science, and humanities resource centers.
 - 6. Academies, symposiums and workshops for staff development of instructional programs and instructional technologies.

II. Procedure for requests

- A. Requests can be initiated by faculty, students, administrative personnel, parents, citizens, and other civic, governmental, or community organization.
- B. Requests must be submitted according to the Batavia Foundation for Educational Excellence Grant Proposal Requirements.
- C. Requests must be submitted according to the currently published schedule.

III. Selection Criteria

The requests will be reviewed by the selection committee in the context of the philosophy, goals, and objectives of the Foundation.

The Committee will use the following criteria to guide deliberations regarding requests. Other criteria may also be applied:

- A. Number of students benefited.
- B. Innovative approach to enhance student learning
- C. Concurrence with Batavia School District goals/mission
- D. Improve or enhance programs to meet an identified need
- E. Ongoing benefits occurring after the program is completed

IV. Selection procedure

- A. The Chairperson of the Board of Directors will appoint a selection review committee annually which includes five Foundation Board Directors, one of whom shall be a member of the Executive Committee.
Note: The District Superintendent or designee shall be an exofficio member of this Committee.
- B. The Foundation Board will approve a budget annually, which establishes funds available for distribution.
- C. The selection committee will review all requests for compliance with the philosophy, goals, objectives, and criteria as outlined in Sections I, II, and III.
- D. The selection committee will submit a written report to the Executive Committee recommending funding in the next fiscal year. The report

should include any special accommodations such as multi-year funding, cooperative funding with the District, etc.

- E. The Executive Committee may review the recommended requests with the School District for further compliance and concurrence with proposed requests.
- F. The Board of Directors of the Foundation will make the final selections.
- G. All requests and proposals shall be acknowledged in writing. When acknowledging a request, which has been approved for funding, clear instructions and directions shall be provided to the grantee(s).

V. Appropriation Procedures

The Board of Directors of the Batavia Foundation for Educational Excellence will appropriate funds for approved projects and initiatives in one of the following ways:

- A. Approved projects that can and will be fully funded in one fiscal year will be designated by Board resolution. Upon certification to the Treasurer of The Batavia Foundation for Educational Excellence by the Treasurer of the Board of Education that the goods and/or services have been received, the Foundation Treasurer will render reimbursement to the Treasurer of the Board of Education.
- B. Approved projects that cannot or will not be fully funded in one fiscal year will be designated by Board resolution. The resolution will designate one or two procedures for funding the approved projects for two or more consecutive fiscal years.
 - 1. The Board of Directors for the Batavia Foundation may enter into an agreement with the Board of Education in which the Board of Education will appropriate sufficient funds to complete the approved project. The agreement will stipulate a schedule of payments made by the Treasurer of the Foundation to the Treasurer of the Board of Education to fund the approved project.
 - 2. The Board of Directors of the Batavia Foundation may authorize the Treasurer of the Foundation to establish an escrow account into which successive deposits will be made until the approved project can be fully funded.

VI. Evaluation

All grantees who have had proposals funded or who have received any other resources from the Foundation are required to submit an evaluation of

the project to the Foundation no later than May 30 of the fiscal year for which the proposal was funded. If the grant is multiyear, an interim evaluation shall be in order.

VII. Publicity

- A. The Batavia Foundation for Educational Excellence shall be responsible for publicizing the awards granted.
- B. All grantees shall be responsible for publicity of the activities and events that occur in connection with the grant awarded as appropriate. All grantees shall also be responsible for advising the Batavia Foundation for Educational Excellence Directors prior to these activities and events. Publicity on any grant must include this statement: **“This project was funded by a grant from the Batavia Foundation for Educational Excellence.”**
- C. The Foundation shall also identify equipment, materials, etc. as appropriate.

Revised 1/23/09