

Burlington Education Foundation Grant Application Cover Sheet

Please EMAIL Completed form to Grant Chair: Suzanne Gaudio, sgaudio@comcast.net

Project Title:

Project Director:

Work Phone:

Home Phone:

Email Address:

School Mailing Address:

Co-applicant Name(s)/Position(s) or Title(s):

Additional Co-applicant Name(s)/Position(s) or Title(s):

School(s) where project will occur:

Expected number involved in/benefitting from project:

Students _____ Staff _____ Parents _____

Curriculum Area(s):

Grade Level(s):

Purchase Amount:

Consulting Fee Amount:

Amount of Funding from other sources:

Total Funding Requested:

If my grant is awarded by the Burlington Education Foundation, I agree to fulfill all of my responsibilities as listed in the grant guidelines.

Project Director's Signature:

Principal's Signature approving proposal:

Burlington Education Foundation Grant Application

To ensure the equitable review of all proposals, please prepare your proposal in the following format and answer the following questions as they relate to your project. Successful applications will reflect thoughtful planning, help reviewers clearly understand the content and context of the project, and give them the confidence that any Foundation funds awarded will be well spent. They should be clearly related to a high priority issue for the Burlington Public Schools. Proposals should be directed to a lay audience (please avoid using specialized terminology). Incomplete proposals cannot be considered for funding. Please complete the cover sheet application and the budget form in addition to answering the following questions. Expand the text boxes below as desired.

Overview

Provide a 50 word summary description of your project that can be used for press releases.

Goal and Objectives

Give a brief statement of the main goal of your project. What are the specific objectives for attaining that goal for the project?

Outcomes

How will your project complement existing curriculum goals and enhance opportunities? What specific needs in the curriculum are you trying to address? Will the project sustain itself beyond the current grant cycle? If so, please explain how.

Impact

Approximately how many students and teachers will participate in this project? Indicate if the project can be shared across grade levels, across schools, or among staff. What plans do you have for sharing results with colleagues and the community?

Activities/Timetable

Provide a timetable for your project, including starting and completion dates, major activities, and events.

Participants

Who will play key roles in this project? What are their qualifications for these roles?

Evaluation

How will you determine whether your goals and objectives have been met upon completion of the project?

Budget

How much will the proposed project cost? Please provide a detailed budget for the funds requested from the BEF on the attached form or in a spreadsheet, using the same categories. Itemize all costs and the basis of your computation. Indicate additional sources of support and any necessary budget notes on the reverse side of the form.

While the argument for a given project can be quite complex, please focus your attention on providing only the information that the Grant Committee needs to understand your project and to gain the confidence that you have carefully developed it and are qualified to complete it. Most of the questions outlined above can be answered in a paragraph or two. Please keep your proposal within three typed pages with the addition of the cover sheet and budget summary.

Burlington Education Foundation Grant Application Estimated Budget

Detail your project budget requests. If an exact cost is unknown, please give an estimate and note that it is an estimate. Group budget items by category (e.g. consultant fees, equipment, honorariums, registration fees, consumable materials, textbooks/reference, etc.). All equipment purchased for the project will remain the property of the Burlington Public Schools at the completion of the project. Do not forget shipping costs. The Foundation is tax exempt. Use this form (with additional sheets as needed) or submit your budget in spreadsheet format, using the same categories.

Examples:

<i>Budget Item</i>	<i>Supplier/Provider</i>	<i>Quantity/Cost</i>	<i>Total Cost</i>
<u>Equipment:</u>			
Ph Meter	Flinn Scientific	2/\$250.00	\$500.00
<u>Textbooks:</u>			
Language Structure	Houghton-Mifflin	8/\$23.44	\$187.52
Total Project Cost			\$687.52

Budget Detail (insert rows or attach spreadsheet as needed):

<i>Budget Item</i>	<i>Supplier/Provider</i>	<i>Quantity/Cost</i>	<i>Total Cost</i>	<i>Budget Item</i>
Total Project Cost				

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