

**Burlington Education Foundation
Grant Application Cover Sheet**

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 of students _____ staff _____ parents _____ involved in/benefiting from project.

Curriculum Area(s)

Grade Level(s)

\$ _____ + \$ _____ + \$ _____ - \$ _____
Purchases Consulting Other Funding from other sources

(Details shall be outlined on page 4)

= \$ _____
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.

Signature _____

Date _____