

Ballard Education Foundation

GUIDELINES FOR GENERAL GRANT APPLICATIONS

Mission Statement - The mission of the Ballard Education Foundation is to enhance the educational experiences and opportunities available to students of Ballard Community Schools by partnering with individuals, alumni, businesses, organizations and the community.

Through the General Grant Program, funds are available to staff members who submit innovative and creative educational projects for the 2016-2017 year.

The following guidelines will assist you in applying for a Ballard Education Foundation General Grant. The information that you provide on the attached application form will be the basis used by the Foundation Board members to determine the merits of the grant and ultimately the award decision. If you have any questions or need help, please contact Suzanne Askelsen, Foundation President, at 515-689-6370 or email info@ballardedfoundation.org.

Please note that the signature of the building principal is required on the second page of the application form. This signature ensures that the appropriate administrative personnel are aware of the submission of a grant application and can accommodate any necessary support. If submitting the application online, please check the signature box to indicate that you have made the building principal aware of the project you have submitted the application for.

Applications will be reviewed on a competitive basis, and a limited number of grants will be made. Whereas the Teacher Grants are awarded at one point in the year, the General Grant Program is intended for those needs that arise throughout the year which would allow for enhanced educational experiences for students.

- Is the statement of the proposed project clear?
- Are the objectives clearly stated? Are they realistic and worthwhile? And do they align with the building and/or district goals?
- Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, a tentative schedule, and completion date specified?
- Are the plans for evaluating the project suited to the nature of the project? Is the budget request reasonable and sufficiently detailed?
- Is the proposed project innovative? Is this a new project (as opposed to similar projects in progress)? Is this project value-added to student learning?

- Does the project have promise of benefiting students in the school in which it is being conducted or the system as a whole?
- Grants may be used to compensate experts (i.e. authors or artists) who come to work with students, but not to pay teachers or staff for professional development (i.e. continuing education)
- Equipment purchased through general grants becomes the property of the Ballard Community School District.
- Publicity on general grants is encouraged. Please acknowledge support from the Ballard Education Foundation general grant program whenever possible.
- You can also download the application guidelines and form from the website, or fill out the application online at www.ballardedfoundation.org – click on “General Grants.”

SUBMISSION OF GENERAL GRANT APPLICATION

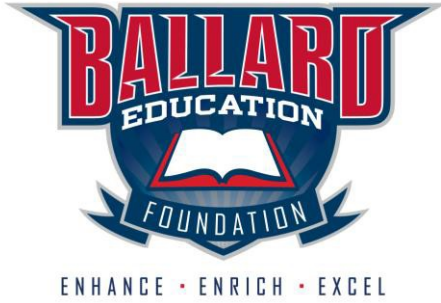
See application for more detailed options regarding submission (online, email or hard copy).

Based on the review of the Foundation Board, the Foundation will take one of two actions: (1) approve the application for partial or full funding, or (2) not approve the application. At the completion of the process, you will be notified about the board’s decision concerning your application.

The implementation of this program is made possible by financial support of the Ballard Education Foundation.

Thank you for your interest in applying for a Foundation General Grant.

*Ballard Education Foundation Board
Programs & Proposals Committee*



Ballard Education Foundation

GENERAL GRANT APPLICATION FORM

Date:

Applicant's Name:

Position:

Building:

Phone:

Email:

Project Title:

Amount Requested:

One Paragraph Summary Description

(Please include within your description an explanation of how your request meets the criterion for innovative practices):

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1. When do you anticipate implementing the project?
2. Approximately how many students will be affected by this project? Explain your number.
3. What is the length of time the project would affect students? What would be the impact of this project on future years?
4. How would this project support the district's curriculum, goals and objectives?
5. Please describe the anticipated benefits of this project on student learning. Is there an opportunity to evaluate impact? If so, how?
6. Detail your budget request. Include specific information such as kinds of materials and equipment needed, sources of supply, and costs. Meals, travel expenses for staff or students, and teachers' salaries beyond the school day are not included in the funding criteria. Be sure to include shipping/handling costs in your budget.

[Example]

<u>Item</u>	<u>Supplier</u>	<u>Budget Amount</u>
XYZ Resource	ABC Supply Co.	\$33.00
		Shipping/handling \$8.00
		\$41.00

Building Principal Signature: _____ (required if mailing form in)
Your building principal has approved this application (required if submitting online)

If you have any questions or need help, please contact Suzanne Askelsen, Foundation President, at 515-689-6370 or email info@ballardedfoundation.org.

Submit completed application online at ballardedfoundation.org, in a PDF file as an email attachment to info@ballardedfoundation.org, or mail a hard copy to Ballard Education Foundation, P.O. Box 272, Huxley, IA 50124