



# 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 2022-2023 year. The General Grant form is to be used for applications that fall outside of the teacher grant scope. For example, it can be used by other staff in addition to teachers, or for grant requests that fall outside of the timeframe during which teacher grant applications are being received.

The following guidelines will assist you in applying for a Ballard Education Foundation General Grant. The information that you provide on your application will be the basis used by the Foundation Board members to determine the merits of the grant and ultimately the award decision. Meals, travel expenses for staff or students, teachers' salaries beyond the school day, and small consumables are not included in the funding criteria. The last priorities to be funded would be furniture and software. If you have any questions or need help, please contact Tari Thompson, Foundation President, at 712-253-0587 or email [info@ballardedfoundation.org](mailto:info@ballardedfoundation.org).

Applications will be board reviewed within one month of request, and award decisions are based on alignment to mission, needs presented and funds available. Each project selected will be funded to begin at that time, and it is expected that grants be expended or scheduled within 90 days. The Foundation Board will review each application using the following criteria:

- Is the statement of the proposed project clear?
- Are the objectives clearly stated? Are they realistic and worthwhile? 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?
- 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?
- Grant 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).

## SUBMISSION OF GENERAL GRANT APPLICATION

Submit completed application using the link for the google form for general grants. You can access the link on the website at [www.ballardedfoundation.org](http://www.ballardedfoundation.org) and click on Grants. Choose General Grants.

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. Publicity on grants is encouraged. Please acknowledge support from the Ballard Education Foundation grant program whenever possible.

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

Ballard Education Foundation Board  
Programs & Proposals Committee