



## Grant Guidelines

### **Who should apply for a grant?**

Grant applications are welcome from any faculty or staff member within the Barrington School District. Collaboration across classrooms, grades, and schools is highly encouraged. Over the past years, BEF has funded over \$1,000,000 in grants for innovative educational programs.

### **What types of projects are funded?**

BEF looks to award grants for projects that:

- Are not funded through the School Department budget
- Employ innovative methods or techniques to inform and educate
- Show the most promise of significantly enhancing the educational process
- Have a direct and immediate impact on the largest number of students
- Yield materials or processes that will benefit future students

### **What types of projects are typically not funded?**

BEF grants are not intended to replace or relieve the responsibility for public funding of public education, nor are they intended to provide supplemental funding for normal budget growth and maintenance. Grants are typically not provided for:

- Compensation shortfalls
- Capital improvements
- Professional development
- Equipment purchases that are not part of a specific project
- Ongoing maintenance of existing curriculum programs, if those programs were originally funded by a BEF grant

### **How are proposals evaluated?**

The Allocations Committee typically consists of 8-10 BEF Board Members. The Committee reviews and evaluates applications closely based on the criteria outlined below. (See *Rubric* for more detailed information.) The Committee then makes

recommendations to the Board, and the Board as a whole determines which projects will be awarded funds.

Grant applications should clearly describe the proposed project, with particular emphasis on:

- Evidence of innovation, creativity, and excellence
- Objectives and goals that reflect BEF's mission and vision
- Size of the student population that will benefit from the project
- Expected results and their measurability
- Implementation plan that maximizes the potential of the grant

### **What is the grant application and award process?**

- 1) **Solicit Endorsement.** Review your proposal with the school Principal for general feedback. Discuss the proposal with colleagues (including department heads) as well as the district Director of Technology or Director of Curriculum, as applicable, and solicit their ideas and support.
- 2) **Collaborate.** Consult with grant recipients from past years. Ask them to review your proposal or to share key elements they felt made their grant request successful.
- 3) **Apply.** Complete the grant application, which can be downloaded from the BEF website or from Aspen. (Hard copies are available upon request only.) Submit your application by **Wednesday, January 16, 2019** to [barredfdn@gmail.com](mailto:barredfdn@gmail.com).
- 4) **Notify your principal.** Email your completed application, along with a blank copy of the Principal's Comment Form, to your principal by **Wednesday, January 16, 2019**. Your principal will in turn forward the completed Comment Form to BEF by **Friday, January 18, 2019**.
- 5) **Present your grant request to the Allocations Committee.** This is your chance to help us better understand your project and its impact on students in the Barrington Public Schools. (We will contact you to schedule a meeting, once we have reviewed your application.)

**All applicants will be notified of funding decisions in writing by March 31, 2019.**

Once funded, all purchased materials or programs become the property of the Barrington Schools.