

**GRANT APPLICATION FOR  
 BELLBROOK-SUGARCREEK  
 EDUCATION FOUNDATION (BSEF)**

The Bellbrook-Sugarcreek Education Foundation is offering *Grants* for expanded arts, sciences, special projects, and innovative teaching practices or programs that enhance student learning and support the standards in grades K-12. Grants will be awarded for programs/activities not funded by school funds. Individual/group applications and requests for capital projects (technology & equipment) will be considered. There are no reoccurring grants – application must be made yearly. **Applications should be submitted to the BSEF at Sugarcreek’s Central Office for review by a Selection Committee.** For questions, please contact the BSEF Secretary at 848-6251.

- **Grant Applications will be accepted: Starting the second Monday of September**
- **Deadline for First Round Applications: The last Monday of October**
- **Deadline for Second Round Applications: The last Monday in February**

*NOTE: All Grant recipients will be expected to submit a follow-up report.*

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**Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade/Subject:** \_\_\_\_\_

**Name and Description of Grant:** \_\_\_\_\_

\_\_\_\_\_

**List Teacher(s) and Number of Students Involved in Program:** \_\_\_\_\_

**Is Your Grant Contingent on Full Funding of Your Request:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Are You Seeking Funds From Other Sources:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Principal’s Approval for Request (signature):** \_\_\_\_\_

**Teacher Signature(s):** \_\_\_\_\_

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**Please submit the Grant Application information which should include:**

1. **This Cover Page** with signature(s)
2. **Program Description Page** (maximum of one page with the following information):
  - A. Describe program and program timeline. Please tell us WHY this program or capital project meets BSEF guidelines.
  - B. Describe how program will benefit students, enhance learning, and support the standards. If technology is included, please describe how it supports student learning.

C. Please include pictures, catalogs, pamphlets, etc. that may assist in decision making.

3. **Itemized Budget Page** (maximum of one page)

A. List technology/equipment or capital project that supports the grant request separately.

**PLEASE NOTE**

*Grant Application should not exceed three pages - include only the Cover Page, Program Description Page, and Itemized Budget Page.*

*Grant Requests must be submitted every year. There will be no automatic renewals.*

*No stipends or staff development costs will be funded.*

*All applicants are encouraged to display their grant results at the BSEF Fall fundraiser "A Spirited Affair".*

## **Calendar for BSEF Grant Program**

### **May            Announce BSEF Grant Opportunities**

- School visits, distribute calendars and applications

### **Second Monday of September**

- Reminder notices sent to principals
- Begin accepting applications

### **Last Monday of October**

- Deadline for round 1 applications

### **November**

- Selection Committee meeting
- BSEF meeting / grants announced

### **January**

- Reminder notices sent to principals
- Begin accepting second round applications

### **Last Monday of February**

- Deadline for round 2 applications

### **March**

- Selection Committee meeting

### **April**

- BSEF meeting / grants announced