

**Birmingham Education Foundation**

**Grant Application Template**

Please use this template as you draft your grant application, and then cut and paste the answers in to our online template, which can be found at <https://www.supportbef.org/grant-application.html>

**General Information**

Name\*:

Email\*:

School\*:

Position in the District\*:

*Example: First Grade Teacher, Reading Specialist, Counselor*

Names of Other Teachers Involved in Request:

*Please list the names of any other teachers involved in the grant so that we may keep them up to date!*

Title or Topic of Grant\*:

Amount of Grant Request\*:

What other sources have you asked for funding? \*

*Please check all that you have asked. At a minimum, you must ask the top 3. Note: We do not require you to have secured funding from other sources, but do require that you have asked.*

* Principal
* Department Chair
* PTA
* Booster Groups
* Parents
* Community Organizations
* Other

What was the response to your request for funds from other sources?\*

*Example: “My principal and department chair do not have funding for this. The PTA is giving $500 towards supplies.”*

Could your initiative be successful if it received partial funding from the BEF? Please explain.\*

*For example, if you are requesting 10 student kits, but the project could be successful with 5 kits, tell us that and let us know how much 5 kits will cost. Or, if you’re requesting $1,000 for an event, but you could still hold the event if you were granted $750, let us know. You can also tell us “This will not be able to happen without full funding.”*

Project Start Date\*:

*If you don’t have an exact date, indicate the month when you hope to start.*

Grade of students impacted\*:

Number of students impacted\*:

Have you reviewed the guidelines and sample grant application on our website?\*

*Guidelines and sample applications can be found here:*

* Yes
* No

If you are granted funds, do you agree to acknowledge the BEF Grant in materials or communications related to the grant?\*

*Example: Include a note in the school e-news, your emails to parents, on permission slips, social media posts about the grant, etc.*

Affirm understanding of what BEF Grants DO NOT Fund\*

*By checking below, you are indicating that you understand that BEF Grants do not fund consumables, refreshments, travel expenses for BPS staff or students, professional development, iPads, laptops, Chromebooks or other technology considered ‘standard equipment’, furniture of any kind, uniforms, costumes or apparel, or subscription software that does not have plans for future funding.*

* I understand

**Narrative Description**

Give a detailed description of your project, including information on how it will directly impact students.\*

*Please make sure that your grant application can be understood by anyone who reads it.*

It is the mission of the BEF to make exceptional educational experiences possible for BPS students. How does your grant meet this goal?\*

Tell us about the inspiration behind your grant application. What made you want to bring this opportunity to your students?\*

What do you anticipate as the outcome and impact of your project? Please explain your evaluation process and how it will measure your anticipated result. How will you share this information with the BEF?\*

*Please explain the short and long term impact of your grant project as part of your response.*

What is your timeline for this project?\*

*The BEF does not fund projects that have already happened. Applications are due by the 1st of the month for review that month. Grants will be reviewed on the second Monday of the following months: September – January, March – April. (Small but Mighty grants for less than $250 will be reviewed within 2 weeks of receipt.)*

Provide a detailed budget for your project.\*

*If you would rather attach a budget, type “see attachment” in the field.*

Please upload any files that will help us to understand your project.

*This might include screenshots of budget documents, brohures or pamphlets about the items you wish to purchase or anything else that will help the committee fully understand your request. Only one file can be uploaded. We would suggest that you convert any files you’d like to include to a .pdf format and merge them into one document before attaching. If you have questions about how to do this, please contact our office.*

Administrator to contact\*:

*Please let us know which administrator we should contact for approval. We must have administrator approval before we consider a grant request.*