



A private commitment to innovation in public education.

TEACHER/PARENT GRANT PROPOSAL GUIDELINES 2017-2018

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GRANTS PROGRAM

General Information

I. Grants Policies

1. To award grants *once a year* in the spring, for initiatives for the following academic calendar year which are aligned with and enhance and enrich the curriculum;
2. To encourage and support collaborative efforts among teachers, administrators, parents, and community organizations;
3. To maintain a focus on innovation while linking the grants to system-wide goals;
4. To support major grants that impact a significant number of students;
5. To support grants that demonstrate the potential to impact students, educators, and the community beyond its initial scope for lasting benefit;
6. To support grants which include a feasible plan for establishing a secondary pool of beneficiaries and re-use of materials and equipment purchased within the grant; and
7. To provide feedback to grant applicants through **BEVERLY EDUCATION FOUNDATION's** grants review process.

II. Application Procedures

Applicants are required to submit a 200-word (or less) “**CONCEPT PAPER**” for a grant proposal idea. Grant proposals should include the following information:

- a. A brief description of the project;
- b. The ultimate goal and several objectives of the project and any activities attached to it;
- c. Demonstration of how this project is innovative and/or collaborative (does it affect multi-grades/cross school);
- d. The estimated number of students involved; and
- e. A preliminary cost of the project (your best estimate – including equipment).
- f. Suggested range for a Grant Proposal: **\$500.00 to \$1,000.00.**

NEW!! AN ORIGINAL CONCEPT PAPER MUST BE UPLOADED in PDF format no later than Midnight on Friday, March 17, 2017 to bevedfoundation@gmail.com .

THE BEVERLY EDUCATION FOUNDATION (BEF) will announce the Grant Awards after May 9, 2017.

III. Proposal Considerations

Proposals are encouraged which demonstrate innovation¹, are collaborative², have a potentially broad impact³ upon the school system, include a plan for establishing a secondary pool of beneficiaries and the re-use of materials and equipment purchased within the grant⁴ and support the goals and on-going priorities of the Beverly Public School system.

Equal consideration is given to proposals which are designed for an individual classroom or program. All proposals should promote rigor, provide challenge for all students, and enrich students' growth.

The replicability of a proposal, whether collaborative or individual, is also considered.

IV. Some Topic Ideas for 2017-2018

The following suggested topics are not meant to preclude other topics, but are encouraged by the School Department. Proposals are encouraged which address enhanced content, creativity, and excitement across all curricula programs in Beverly Public Schools. BEF will support the wonderfully creative ideas of our teachers and parents which enhance teaching and learning in a 21st century global environment.

¹

Innovation: change, expansion, adaptation, enhancement, improvement, challenge, risk, or a new technique which is supported in the literature.

²

Collaboration: working together in a joint effort. This can be among and/or between schools, departments, classes, disciplines. Any combination of parents, students, faculty, administration, and community groups may collaborate. However, at least one representative from the faculty must be involved in every collaborative proposal. For example:

- Special Education and classroom teachers
- School Improvement Councils and a teacher
- Two or more teachers at different grade levels
- Parents and teachers
- Specialists and classroom teachers
- Students and teachers

³

Broad Impact: proposals that will impact a significant number of students, educators, and the community beyond its initial scope and over an extended time. Proposals are encouraged which support the goal of establishing collegial cross school and cross grade projects or which assist in transitional issues from elementary to middle school, or middle school to high school.

⁴ **Proposals** should include a feasible plan for establishing a secondary pool of beneficiaries (for example, a plan to educate other teachers about learning made possible by the purchase; to bring the benefits to other schools, teachers or the broader community; and to lend or share material and equipment purchased within the grant.

- 1) Civics and history (proposals which generate greater awareness of federal, state, and local government and history providing insight into American life, national identity, and cultural expression).
- 2) Literacy, oral and written presentation of research, findings and conclusions at the K-5 level and middle school level (proposals which support reading, writing, and literacy);
- 3) Professional development for teachers to improve social and emotional knowledge and awareness of students, to enhance skills, and boost enthusiasm of teaching (proposals which develop new strategies of teaching targeting anxious and reluctant learners and which promote educational leadership, growth, and renewal for teachers and students);
- 4) Digital literacy and use of technology to enhance and enrich learning in all grades; Director of Technology must approve the proposal before being submitted;
- 5) Science, technology, engineering, arts, and mathematics, particularly in its application to everyday life; and
- 6) Fluency in required Mass Curriculum Frameworks, Common Core, and effective study skills at all levels and grades for all students to close the achievement gap.

V. Grant Awards

The Beverly Education Foundation has set no limit on the number of grants that may be funded this grant cycle. All funding of Teacher Grant Proposals is subject to availability of funds and comparison with other grants. The Beverly Education Foundation reserves the right to partially fund proposals in some cases should it deem it to be appropriate.

VI. 2017-2018 Grantmaking Schedule

Friday, March 17, 2017: Complete Application and upload in PDF format no later than Midnight to bevedfoundation@gmail.com

Monday, May 9, 2017: Grant Awards Announced

Grants are awarded for programs and initiatives intended for the 2017-2018 academic year.

VII. Proposal Review

After initial screening, The BEVERLY EDUCATION FOUNDATION Grants Committee may contact applicants for further information before recommending and making a final decision on the proposal. The BEVERLY EDUCATION FOUNDATION Grants Committee then makes its recommendations on proposals to the Board, which has final approval.

GRANT PROPOSAL GUIDELINES

PLEASE TYPE/ WORD PROCESS ALL GRANT PROPOSALS.

Please proofread all proposals before submission.

1. Project Overview: Please provide a brief summary of your project in 200 words or less (no form provided). **(This will be used in future publications).**

2. Project Description: Describe your project in detail by responding to the following: Please limit your responses to a maximum of 3 pages (no form provided).

A. Educational Issue: Describe the educational need(s) that this project addresses.

B. Goals and Objectives: Describe the ultimate goal of the project and the several specific objectives for this project.

C. Activities: Describe the procedures and/or activities for implementing this project. This should be done in detail and this description will be of particular importance to The Beverly Education Foundation Grants Committee.

D. Innovation and Collaboration: Specifically describe the ways in which your project reflects one or more of the following:

- an innovative approach to solving a problem
- a collaborative approach to addressing an issue or need

E. Dissemination: Describe plans to share your findings with your colleagues, the Foundation, parents, and the community at large.

F. Publicity: How will you publicize your project/grant? How will you credit the Beverly Education Foundation? (Please be specific).

(See Section 6, Item 4).

3. Timeline: Outline the time required for implementation of this project. (see enclosed)

4. Evaluation: How will you know this project is successful? Explain what factors will be evaluated, and the methods. (data, surveys, journals, photographs) to be used.

5. Budget: Complete the budget form enclosed.

6. Understanding: By accepting funding, the grant recipient agrees to:

(1) submit an evaluation report to **The BEVERLY EDUCATION FOUNDATION** upon completion of the project stating whether or not the project has been successful and why;

(2) seek approval from **The BEVERLY EDUCATION FOUNDATION** of changes in the implementation or focus of the project;

(3) provide photos, testimonials, and materials to assist **The BEVERLY EDUCATION FOUNDATION** in promoting the project.

(4) publicize the project directly to parents and teachers by means of the school website and/or newsletter, etc. When issuing statements and/or press releases describing this project, the

following information **MUST** be included: **"This project is supported by a grant from the Beverly Education Foundation."**

APPLICANT INFORMATION

Title of Project: _____
Residing School Principal: _____
Contact Person: _____ School _____
Telephone: (work) _____
Preferred email address: _____
Date Project will begin: _____
Date Project will end: _____
TARGET POPULATION:

Grade Level(s): _____
Students served by this program: _____
Staff involved in this program: _____

Curriculum Area(s): _____
Please check one: (See General Information Part III)
 Individual Grant
 Collaborative Grant

Total Funding Requested: _____
Personnel to be involved (Add a sheet if necessary):

Name	Position	Signature	Specific Role in Project

Administrator/ Position
Supervisor
(required)

Please check and complete all that apply.
I/We believe this project
_____ is a new idea.
_____ is a new idea for our school.
_____ replicates a successful idea done elsewhere _____
_____ is based upon research by _____

PROPOSED BUDGET

Supplies/materials to be provided by this grant:

COST

Purchased Services (consultants, speakers)

Equipment:

Are you applying for funding elsewhere?
If so, please list name and amount requested:

TOTAL REQUEST:

GRANT APPLICATION
COMMITMENT LETTER

Project Title: _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to obtain all assents and provide a detailed accounting of all Beverly Education Foundation, Inc. funds expended as part of this grant. We further pledge to submit both a final accounting (with appropriate documentation) and a final project report within thirty (30) days of completing this grant. I/we recognize that this report is a condition of funding and therefore my/our obligation as a grant recipient.

Applicant(s) signature(s):

_____ Date: _____

Principal(s) and/or Department Head Signature(s):

_____ Date: _____

APPLICANT'S CHECKLIST

This checklist does not need to be submitted with the grant. It is simply to ensure applicants do not overlook important steps.

_____ I have read all materials in this packet.
_____ I have obtained all needed signatures and if technology based, assent of Director of Technology for the Beverly Public School District.
_____ I agree to

- submit an evaluation report to the Beverly Education Foundation to assist in the evaluation process;
- * inform The BEVERLY EDUCATION FOUNDATION of changes in the implementation or focus of project;
- provide photos, testimonials, and materials to assist The BEVERLY EDUCATION FOUNDATION in promoting the continuation of this project; and
- publicize the project and give credit to The BEVERLY EDUCATION FOUNDATION by including the following in all press releases and newsletters:
"This project is supported by a grant from the Beverly Education Foundation."

_____ Original Application original uploaded in PDF format on or before Midnight **Friday, March 17, 2017** to bevedfoundation@gmail.com

Monday, May 9, 2017: Grant Awards Announced