

BEST Boxford Elementary Schools Trust

Grant Proposal Application

To be completed by Harry Lee Cole or Spofford Pond teacher or administrator and emailed to school principal for approval *at least one week prior to the submission deadline*. Grants are awarded during two grant cycles:

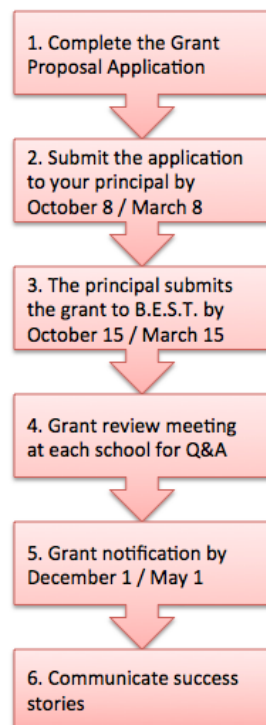
	Submit to principal	Submit to BEST	Notification	Use funds by
Fall Grant Cycle	October 8	October 15	December 1	April 15
Spring Grant Cycle	March 8	March 15	May 1	September 30

Grant Submission and Review Process

1. Complete the BEST Grant Proposal Application (this document)
2. Submit your application to your school principal at least one week prior to the submission deadline (October 8 for fall and March 8 for spring). Applications *may* be submitted at any time throughout the year for special circumstances. BEST has discretionary funds that may be allocated for these special requests.
3. The principal will email approved applications to grants@bestforboxford.org on or before the submission deadline (October 15 for fall and March 15 for spring).
4. Once the grants have been received, a meeting will be held at each school to review the grants with the principals, the grant writers, the BEST Grant Committee, and other members from BEST to address any questions pertaining to the grants. This is a new process – you will no longer have to write up answers to questions raised by the BEST Grant Committee.
5. After meetings with the Leadership Team, the Grant Review Committee, and the BEST Board have been held, we will inform you of the outcome for your grant. You will have limited time to use your grant funds (until April 15 for fall grants and until September 30 for spring grants), after which the grant funds will no longer be available. If you need an extension to this deadline, contact BEST
6. Receiving the grant isn't the end of the story – BEST will contact you to find out how the grant worked out, hear your success stories, and learn if there is anything the BEST team should change in the future.

With your acceptance of BEST funding, you agree to:

- an interview and possible photograph for public relations purposes;
- engage in BEST evaluation process;
- inform BEST of changes in implementation or focus of the project; and
- provide photos, testimonials, and materials to assist BEST in promoting BEST and the continuation of your project;
- provide BEST with feedback as requested on Grant success and/or challenges.



Grant Criteria

Criteria for Evaluating BEST Grant Applications

The B.E.S.T. board weighs a number of factors when considering a grant application for approval. Key factors include the potential impact on Boxford's elementary school student population, the grant's total cost, the strength of the school administrations support regarding the initiative, weighing in comparison to other grant applications received in the same grant cycle, and factoring in B.E.S.T.'s funding resources. Below is a more detailed list of criteria to bear in mind, in conjunction with the above, in crafting a new grant application.

- A key consideration in evaluating a grant is the potential impact of that grant on the elementary school student population, both in terms of breadth and depth of that impact. There will be preference given to those grants which have the potential to impact the greatest number of students and/or provide the deepest impact on a subset of the student population. The overall impact of the grant will be weighed against the grant's total cost.
- B.E.S.T.'s level of funding in a particular grant cycle can affect which grants are approved. In a well-funded grant cycle, we may be able to approve most or all grants versus in a cycle where more funds are requested than can be currently supported. In that case, we will need to carefully weigh and prioritize each grant, with higher priority given to those grants with the greatest impact. In cases where a grant with merit is not approved due to funding limits in a given grant cycle, we would encourage the applicant to resubmit the grant request in the next cycle.
- When considering an Innovative Teaching Tool grant application, B.E.S.T. sees our role in the process as that of enabling the technology purchase. However, ongoing maintenance of any equipment purchased with B.E.S.T. funds should be funded via the school budget or other sources.
- There is a two-year maximum for grants that are of an ongoing nature (i.e. subscriptions, programs, etc.). Please note that, although a grant may be approved for up to a two-year time frame, it must be reapplied for each year or grant cycle, as appropriate. The reason for this maximum is that B.E.S.T. believes that, after an initial "pilot" period of two years, the school administration is in the best position to determine if the subscription, program, etc., adds enough value to the school(s) to be funded via the school budget.
- Please be sure that the "Objectives" and "Evaluations" sections are stated in terms of student learning when completing the grant application.
- The goal of the Professional Development grants is to reach a broad audience so as to benefit either the staff at large or a group of staff members (i.e. a grade-specific team or curriculum-specific team). Therefore, a course for one individual teacher will not be considered under Professional Development.
- When considering Professional Development grants, courses will have a more likely chance of success if there is a plan in place to share the learning with the staff at large when appropriate.
- As per B.E.S.T.'s defined focus on Boxford's elementary schools, B.E.S.T. will only consider pre-school grants when the grant is part of a broader grant application that spans multiple grades and is also inclusive of pre-school.

Note: B.E.S.T. does not fund continuing education, college level or graduate level course credits for teachers and staff of Boxford elementary schools. B.E.S.T. does fund professional development courses for the teachers and staff of Boxford's elementary schools that directly benefit the students of Boxford's elementary schools. Course content must provide attendees with actionable resources, tools, and/or information that can be directly applied in the classroom upon completion of the professional development course.

Project Overview

Title of Project

What is this project called?

What type of project is this?

Technology

Educator in Residence

Professional Development

Project Target Group

Which school will benefit from the award of this project?

Harry Lee Cole

Spofford Pond

Both

How many students will be directly affected by this project?

What grade level will be directly affected by this project?

How many staff members will be directly affected by this project?

What curriculum areas will be directly affected by this project?

Application Contact Person

Who should we contact about this application?

What email address should we use to contact this person?

What telephone number should we use to contact this person?

Project Details

This project:

___ has been previously funded by BEST (there is a 2-year funding maximum)

___ is a new idea

___ is a new idea for our school

___ replicates a successful idea done elsewhere

___ is based upon research by:

Summary

Provide a brief description of your project in 200 words or less

Description

What are the top 3-5 objectives for this project?

What are the educational or developmental needs that would be addressed by this project?

How is this project related to curriculum?

What is the desired outcome of this project?

How will you evaluate the success of this project?

Who will be involved in this project and what role will each person play? Include faculty, parents, outside professionals, organizations.

Name	Position	Email	Telephone	Role

Proposed Budget

Include total budget and breakdown. Please be as specific as possible to expedite processing of your proposal.

Item	Cost
Materials - describe	
Equipment - describe	
Speaker Fee - describe	
Course Fee - describe	
Other Expenses - describe	
TOTAL FUNDS REQUESTED	

Are you applying for funding elsewhere?

Yes No

If yes, please list the name of the funding source and amounts requested.

Timeline

How will you implement this project? What are the steps, activities, or procedures that will be used to complete this project?

When will the project start?

What are the stages for this project, and what are the completion dates for each stage?

Completion Date	Stage Description