

Burlington Education Foundation Grant Administrative Guidelines and Requirements

What is the Burlington Education Foundation?

The Burlington Education Foundation (BEF) is a non-profit organization supporting educational excellence in Burlington Public Schools. The BEF's mission is to provide grants to promote community involvement in public education by channeling donations from businesses and individuals to provide Burlington teachers with an alternative source of funding for creative and innovative curriculum enrichment programs.

Who can apply?

Grant proposals are welcome from any employee from the Burlington Public School community grades K-12 (including teachers, professional aides, administrators, and non-teaching staff). While they may not apply directly to the BEF for support, students, parents, and other interested members of the community are encouraged to collaborate with professional staff in designing and developing worthy projects. The BEF also encourages collaboration across grade levels, schools, and departments. Applications can be downloaded from the BEF's website at www.BurlingtonEdFoundation.org.

What will be funded?

Grants will be available to enhance and broaden the knowledge of students, to develop and refine teaching techniques, and to provide teachers with opportunities that will support and enrich the curriculum of the Burlington Public Schools. Proposals are encouraged which demonstrate innovation, collaboration, and have a potentially broad impact upon the school district (although grants that involve a single classroom are also welcome). The BEF is interested in considering any creative project that has the potential to contribute substantially to the educational excellence of the Burlington Public Schools.

What will not be funded?

Grant funds are not intended to replace or relieve the existing responsibility for public funding of school programs, nor are they intended to substitute for items funded by the PTOs or included in the regular school budget such as substitute teachers, textbooks, instructional equipment, classroom supplies, capital improvements, retroactive compensations, and on-going curriculum or staff development activities normally sponsored by the School Department. The BEF does not pay teacher's salaries for time spent executing the grants. The BEF will not fund grants for existing programs.

What are the BEF's funding criteria?

The Grant Committee will review all applications, and based on the Foundation money available, will award grants based on the following criteria. The Committee will consider how the project will meet a specific need in the curriculum, the creativity and innovation of the project, the clarity of the goals and objectives, the feasibility and specificity of the proposed plans, the qualifications and directly related experience of the key participants, and the anticipated impact of the project on the Burlington Public Schools.

What is the process for applying for a BEF Grant?

Before applying for your grant, please discuss the project with the administrators in your school. All grant proposals must have the administrative support from the school's principal where the project will take place. After receiving the grant applications, the BEF will seek approval from the Central Administration Office of the Burlington Public Schools. The Grant Committee, made up of Burlington parents representing each school in the system, will then decide which grants to fund and notify the applicants by mail. Grant proposals must be complete and include the application form, the budget worksheet and a typed proposal addressing, in order, the points requested in the Grant Application. The **original** and **seven copies** must be placed in the BEF mailbox at in any school main office or postmarked by the deadline and sent to the BEF at the following address:

Burlington Education Foundation
Attn. Grant Committee
P.O. Box 756
Burlington, MA 01803

Proposal Deadlines

November 5, 2007
March 7, 2008

Award Notification

December 7, 2007
April 11, 2008

What are the responsibilities of the grant recipients?

In addition to implementing the proposed project effectively, all grant recipients are **required** to do the following:

- submit an end-of-the-year progress report via email to the Grant Committee Chairperson
- share feedback with the BEF Grant Liaison and Parent Outreach Liaisons assigned to your school
- seek approval from the Grant Chairperson for any changes in the implementation or focus of the project, and notify the BEF if they will be leaving the school system before the project is completed
- complete the grant project within twelve months of being awarded the grant or the money will return to the BEF
- submit a one-page summary report to the Grant Committee Chairperson via email within thirty days of a project's completion which outlines the meeting of the goals, the success of the outcomes, and the impact of the project on their focus group
- submit a detailed final budget for the project along with the summary report

Publicity-related responsibilities include:

- working with the BEF Parent Outreach Liaisons to showcase the grant in the community
- publicizing the project by means of the school newsletter, Burlington local papers, or any other media available
- photograph the event (or work with the liaisons to assign someone) and submit those photos to the BEF
- including the following statement when writing about their grant: "This project is funded by a grant from the Burlington Education Foundation."

Examples of Projects Funded by Education Foundations in other Communities

Lexington:

Meru School Workshops on Arts and Culture of India: Offers hands-on interactive experiences to introduce students to the stories, festivals, celebrations, culture and contributions of ancient civilizations of India. Grades 1, 4, 9-12

Lego Bricks for Life – Life Science, that is: Funds year three of a multi-year project to develop lessons using LEGO models to have students experience cellular processes kinesthetically. Grades 6-12

Collage of Voices: Expands upon a project showcasing a continuously changing mixed-media mural that reflects the concerns, feelings, and individualism of LHS students, teachers, staff, and family members. Grades 9-12

Project Adventure: Replicates a program, which fosters teamwork and cooperation among students through non-competitive physical challenges. Grades 6-8

Printmaking Studio 2004: Seeds a printmaking art program, which will connect the art of printing to language arts, science, and social studies, and explore the origins of printmaking in Japan and China. Grades 1-5

All School Box City: Brings to Hastings “Learning by Design,” a youth education program of the Boston Society of Architects; students participate in a multi-disciplinary, school-wide project to build a city out of boxes. Grades K-5

Needham:

Our Town, 1900: Children’s author Jacqueline Davies will bring Needham, circa 1900, to life for fifth grade students. Working with primary and secondary historical documents, students will work in small groups recreating drawings of actual historic houses, and then write historical fiction stories, each set in a particular Needham house at the turn of the century.

Broadmeadow Music Technology Mini-Lab: Provides music-related hardware and software that will transform their four computers into a mini music technology lab. Students will be able to compose, record, notate, and publish original music compositions on the Internet.

Belmont:

CityLab Bus: In an effort to demystify biotechnology and get students engaged in relevant scientific materials, Belmont High School's biology classes participated in lab work inside Boston University’s traveling CityLab Bus. Students analyzed DNA samples to eliminate one of three suspects in a fictionalized crime.

K’NEX Project: The K’NEX Project is part of ongoing school-wide efforts to nurture children's multiple intelligences. Second graders were given boxes of K’NEX and learned how to transform models from two-dimensional designs into three-dimensional constructions, make observations, and then write about what they constructed

Blast From the Past: Children at Winn Brook share stories with some of Belmont's senior citizens. Students explored the wealth of opportunity offered by the development of an intergenerational curriculum link in the academic areas of language arts and social studies. The funding for this program allowed the staff to develop and promote a sense of caring and social community awareness.

**Burlington Education Foundation
2007-2008 Grant Application Cover Sheet**

Project Title

Project Director

Work Phone

Home Phone

Email Address

School Mailing Address

Co-applicant Name(s)/Position(s) or Title(s)

Additional Co-applicant Name(s)/Position(s) or Title(s)

School(s) where project will occur

Expected number of students _____ staff _____ parents _____ involved in/benefiting from project.

Curriculum Area(s)

Grade Level(s)

\$ _____ + \$ _____ + \$ _____ - \$ _____
Purchases Consulting Other Funding from other sources

= \$ _____
Total Funding Requested

If my grant is awarded by the Burlington Education Foundation, I agree to fulfill all of my responsibilities as listed in the grant guidelines.

Project Director's Signature

Principal's Signature approving proposal

**Burlington Education Foundation
2007-2008 Grant Application**

To ensure the equitable review of all proposals, please prepare your proposal in the following format and answer the following questions as they relate to your project. Successful applications will reflect thoughtful planning, help reviewers clearly understand the content and context of the project, and give them the confidence that any Foundation funds awarded will be well spent. They should be clearly related to a high priority issue for the Burlington Public Schools. Proposals should be directed to a lay audience (please avoid using specialized terminology). Incomplete proposals cannot be considered for funding.

Please complete the cover sheet application and the budget form in addition to answering the following questions in three typed pages or less.

Overview. Provide a 50 word summary description of your project that can be used for press releases.

Goal and Objectives. Give a brief statement of the main goal of your project. What are the specific objectives for attaining that goal for the project.

Outcomes. How will your project complement existing curriculum goals and enhance opportunities? What specific needs in the curriculum are you trying to address? Will the project sustain itself beyond the current grant cycle? If so, please explain how.

Impact. Approximately how many students and teachers will participate in this project? Indicate if the project can be shared across grade levels, across schools, or among staff. What plans do you have for sharing results with colleagues and the community?

Activities/Timetable. Provide a timetable for your project, including starting and completion dates, major activities, and events.

Participants. Who will play key roles in this project? What are their qualifications for these roles?

Evaluation. How will you determine whether your goals and objectives have been met upon completion of the project?

Budget. How much will the proposed project cost? Please provide a detailed budget for the funds requested from the BEF on the attached form or in a spreadsheet, using the same categories. Itemize all costs and the basis of your computation. Indicate additional sources of support and any necessary budget notes on the reverse side of the form.

While the argument for a given project can be quite complex, please focus your attention on providing only the information that the Grant Committee needs to understand your project and to gain the confidence that you have carefully developed it and are qualified to complete it. Most of the questions outlined above can be answered in a paragraph or two. Please keep your proposal within three typed pages with the addition of the cover sheet and budget summary.

**Burlington Education Foundation
2007-2008 Grant Application
Estimated Budget**

Detail your project budget requests. If an exact cost is unknown, please give an estimate and note that it is an estimate. Group budget items by category (e.g. consultant fees, equipment, honorariums, registration fees, consumable materials, textbooks/reference, etc.). All equipment purchased for the project will remain the property of the Burlington Public Schools at the completion of the project. Do not forget shipping costs. The Foundation is tax exempt. Use this form (with additional sheets as needed) or submit your budget in spreadsheet format, using the same categories.

Examples:

<i>Budget Item</i>	<i>Supplier/Provider</i>	<i>Quantity/Cost</i>	<i>Total Cost</i>
<u>Equipment:</u>			
Ph Meter	Flinn Scientific	2/\$250.00	\$500.00
<u>Textbooks:</u>			
Language Structure	Houghton-Mifflin	8/\$23.44	\$187.52
Total Project Cost			\$687.52

Budget Detail (attach sheets as needed):

<i>Budget Item</i>	<i>Supplier/Provider</i>	<i>Quantity/Cost</i>	<i>Total Cost</i>
---------------------------	---------------------------------	-----------------------------	--------------------------

Signature _____

Date _____