

THE BEVERLY EDUCATION FOUNDATION

A private commitment to innovation in public education.

TEACHER/PARENT GRANT PROPOSAL GUIDELINES 2012

PO Box 407
Beverly, MA 01915

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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).

AN ORIGINAL CONCEPT PAPER AND SEVEN COPIES (DOUBLE SIDED) SHOULD BE RECEIVED AT THE BEVERLY EDUCATION FOUNDATION OFFICE, PO Box 407, Beverly, MA 01915 no later than 5:00 P.M. on Wednesday, April 25, 2012.

THE BEVERLY EDUCATION FOUNDATION (BEF) will announce the Grant Awards on Wednesday, June 13, 2012.

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 2012

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) Science, technology, engineering, and mathematics, particularly in its application to everyday living (how do we use science and mathematics and in conjunction with technology and engineering);**
- 2) Literacy at the K-5 level and at the middle school level (proposals which support reading and literacy);**
- 3) Professional development, particularly at the middle schools and high school (proposals which develop new strategies of teaching that deal with the application of technology, which rethink the areas of directed studies and academic support centers); and**
- 4) Use of technology to enhance and enrich learning in all grades; Director of Technology must assent to the proposal before being submitted; and**
- 5) Standards-based responses to MCAS and study skills at the high school level.**

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. 2012 Grantmaking Schedule

Wednesday, April 25, 2012: Application Deadline (5:00 p.m.)

Wednesday, June 13, 2012: Grant Awards Announced

Grants are awarded for programs and initiatives intended for the 2012-2012 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/ Supervisor (required)	Position	Signature	Specific Role in Project

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 prepared one (1) proofread original & 7 copies (double sided).
_____ 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."

_____ Application original and 7 copies double sided submitted on or before (5:00 PM)
Wednesday, April 25, 2012 addressed to:

The BEVERLY EDUCATION FOUNDATION, INC.
PO Box 407
Beverly, MA 01915

Applications will not be accepted via email or fax.

Wednesday, June 13, 2012: Grant Awards Announced