



PROGRAM GRANT GUIDELINES

WHAT IS THE BEDFORD EDUCATION FOUNDATION?

The Bedford Education Foundation (BEF) is a non-profit and independent organization whose mission is to support academic excellence in the Bedford Public School System. Consistent with this mission, the BEF funds grant proposals from Bedford school district educators that provide support for: ongoing professional development; innovative projects; and capital equipment items or materials that enhance the curriculum and refine pedagogy. Directed by a volunteer board of community members, the BEF hopes to expand Bedford's commitment to the public education of its children by funding grants that add richness and excitement to the school program that might otherwise not be possible.

WHAT IS THE BEF GRANT PROGRAM?

The grant program for 2010 is the third "program" grants cycle for the BEF.* Although the BEF will consider funding requests for all types of proposals, current focus areas for this year are:

- (1) ongoing professional development (other than during the summer);*
- (2) for the 2010 grant cycle, we are focusing on innovative projects and curriculum enhancements, particularly in the areas of reading writing, and math, although other disciplines will be considered.
- (3) capital equipment items or materials for the classroom and schools that enhance the curriculum and refine pedagogy; and,
- (4) Arts and drama.

Preference will be given to those proposals which:

- (a) Display innovative/creative educational ideas and programs;
 - (b) Enrich or enhance existing educational programs;
 - (c) Include clearly defined goals, activities and outcomes;
 - (d) Benefit the greatest number of students;
 - (e) Have the potential for benefits exceeding more than one school year;
 - (f) Have the potential for benefiting more than one school
 - (g) Integrate curriculum areas and promote collaboration among educators, students, parents and the community.
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WHAT CAN BE FUNDED?

BEF grant funds may be used for educational projects that fall outside the regular school budget, including:

1. Consultants, guest speakers, artists or performers who assist the project's implementation;
2. Tuition, training and travel expenses related to the project's goal;
3. Equipment, materials, supplies required for implementing and/or carrying out the project. All equipment and materials purchased with BEF funds become the property of the Bedford public school system.

WHAT CANNOT BE FUNDED?

BEF funds may not be used to pay for the regular professional or curriculum development programs that are within the purview of the School Department, including graduate courses.

WHAT ARE THE BUDGET LIMITATIONS?

BEF will support projects from several hundred dollars to several thousand dollars. While there is not set limit to the amount of funding an applicant may request, there is an expectation that the greater the amount requested, the more details the program description and budget must contain. Funding is subject to availability and comparison with other grant applications. To the extent the BEF receives more worthwhile proposals in a cycle then it is able to fund, it may encourage resubmission for another funding cycle.

WHO IS ELIGIBLE TO APPLY?

Grant applications are welcome from any person: (a) who is currently employed as a certified Bedford Public School educator, (b) who has completed his/her initial three (3) year cycle; and (c) who is returning to the Bedford public schools for the 2010-2011 school year.

WHAT ARE THE FUNDING CRITERIA?

In reviewing applications, the Grants Committee will look for the following criteria to be met in each application:

1. Are one or more of the focus areas set forth above stated clearly and with adequate detail in the application? *
2. Has the applicant provided evidence of the quality and reputation of the program, course, or workshop?
3. Is the budget reasonable and completed with adequate detail?
4. Will the proposed grant have a direct impact on curriculum?
5. Is the project outside the scope of Bedford's regular professional development program, and also compatible with the goals of the Bedford school district?

* The BEF recognizes that considerable time and effort are necessary to prepare a grant application. Therefore, the BEF strongly encourages all applicants to contact one of the BEF representatives listed below before starting the written proposal if there is any question as to whether the project and/or the requested dollar amount fall within the scope of the current BEF guidelines.

WHAT IS THE APPLICATION PROCESS?

To apply for a BEF grant, please complete an application form, which may be downloaded from <http://www.befnh.org/> or which may be obtained from the Superintendent's office, or from the main offices in all of the public schools in Bedford.

Each application must be signed by the principal where the applicant works (or the Superintendent of schools, if the applicant is a principal or is employed in the administrative offices). Each application will be carefully reviewed by the Grants Committee for completeness, and will be voted on during a special meeting of the BEF.

The voting body of the Grant Review Board will consist of at least 3 members from the Board of the BEF, 1 member of the SAU, preferably the Assistant Superintendent for Curriculum, and at least one resident of Bedford (preferably a member of the Grants Committee), who is not employed by the schools or a member of the Board of the BEF, or school board. The Grants review board will review and vote on each application with a simple majority vote required to approve a grant. If additional information is needed from the applicant, the application will be tabled, and a member of the Committee will notify the applicant by phone or in writing requesting further information. After the information has been gathered, a grants committee member will type up a report clarifying the additional information requested, and the report will be submitted to all grant review board members who voted at the original application review. Only those grant review board members who voted to table the application will be allowed to vote during the second review. The vote will either be accomplished at the next regular BEF board meeting, a special meeting called for the purposes of reviewing grants, or via e-mail, as the BEF Charter allows.

WHEN AND WHERE ARE THE PROGRAM GRANT APPLICATIONS DUE?

Program Grant applications must be received or postmarked on or before March 12, 2010 for the 2010 grants. Please mail your proposal to:

Bedford Education Foundation
Attn: Grants Committee
PO Box 10121
Bedford, NH 03110

WHEN WILL APPLICANT(S) BE NOTIFIED?

The recipient(s) of the 2009 grants will be notified on or before May 21, 2010 by the BEF.

WHAT ARE THE TERMS AND CONDITIONS OF RECEIVING THIS GRANT?

Each grant recipient must comply with the following terms and conditions:

1. Complete the activities described in their applications in the stated time period;
2. Submit a one-page report about the grant activity to the BEF Grants Committee as soon as possible after the completion of the project, and by June 1, 2011, at the latest, so as to assist BEF in better understanding and supporting future requests;
3. Share discoveries from the grant program with their colleagues;
4. Provide receipts and documentation for budget reporting;
5. Seek approval from BEF of any changes in the implementation or focus of the program grant;
6. Work with the BEF to showcase the grants program in the community;
7. Return any unused funds, at the project's completion; and
8. Permit the BEF to release their name and project information to the press.

QUESTIONS?

If you have any questions regarding the 2010 BEF grant program or the organization in general, applicants are encouraged to BEF webpage at <http://www.befnh.org/> or contact the following Grants Committee members:

Grants Committee Chair: Kimberly Peicker at kpeicker@comcast.net or 345-8972

BEF Chair: Paul Mailhot at paul.mailhot@autodesk.com