



## **SUMMER FELLOWSHIP PROGRAM 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, 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 SUMMER FELLOWSHIP PROGRAM?**

The summer fellowship program is designed to allow Bedford educators an opportunity to obtain funding to attend courses, seminars and workshops, with the ultimate aim of benefiting students upon return to the classroom. The specific goals of the grants are:

1. to promote innovative professional development for educators outside the scope of that provided by the Bedford school department;
2. to provide opportunities for educators to expand their knowledge and skills;
3. to provide opportunities for educational leadership; and
4. to encourage and support educators in their lifelong pursuit of knowledge.

The maximum professional development grant will be \$2,000.00. The number of grants awarded each year will depend upon the number of applications received, and funding availability. This is a competitive process. Not all applications are approved.

### **WHAT CAN BE FUNDED?**

BEF funds may be used for tuition, books, and other materials related to courses, seminars and workshops that fall within any of the above stated specific goals, and are not for credit towards a degree program. BEF funds may also be used to cover the travel costs directly related to the program in which the applicant is seeking to participate. Funded programs should be completed within the summer break 2010 time period for the Bedford Public School System, and may not interfere with any teacher workshops or scheduled class days. Only educators employed by the Bedford Public Schools at the time the project is undertaken are eligible to receive funds.

## **WHAT CANNOT BE FUNDED?**

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

## **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, once eligibility has been confirmed, the Grants Committee will look for the following criteria to be met in each application:

1. Are one or more of the goals 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 (please include brochures, web page links, pamphlets)?
3. Will the proposed grant have a direct impact on curriculum, if so, how?
4. Is there a plan to share knowledge with others in their department, school, or district?
5. Is the budget reasonable and completed with adequate detail?
6. Is the project outside the scope of Bedford's regular professional development program, and also compatible with the goals of the Bedford school department?

## **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 GRANT APPLICATIONS DUE?**

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 2010 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 December 1, 2010, at the latest, so as to assist BEF in better understanding and supporting future requests; This report should be submitted with any receipts for reimbursement. The payment of the receipts is in part contingent on the receipt of the report.
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 workshop;
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 summer fellowship 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](mailto:kpeicker@comcast.net) or 471-2972

BEF Chair: Paul Mailhot at [paul.mailhot@autodesk.com](mailto:paul.mailhot@autodesk.com)