



# 2009 Grant writing workshop

Kim Peicker- Chair  
Peg O'Brien- Past Chair  
Lisa Rick  
Sally Stanton  
Andrea Chatfield  
Sarah LaCroix  
Roxi Nixon

# Types of Grants

- Summer Fellowship
  - To be completed during summer 2009
  - Typically for course, seminar, workshop, or conference
  - Maximum of \$2000
- Program Grant
  - No maximum award amount
  - For non-summer seminars and workshops
  - For innovated projects

# Application

- Personal/screening info
- Three General Questions
- Either:
  - Four summer fellowship questions
  - Four Program questions

# General Questions

- Please respond to items (a)-(c) **plus fellowship or grant questions** in an attached, typed summary of 1-3 pages.
  - (a) Brief description of your proposed project, including the goals of the project.
  - (b) How will this project enhance, deepen, or enrich the educational experience for your students?
  - (c) Which school(s) will benefit from this project? How many students/faculty will benefit?

# Summer Fellowship Questions

- **Summer Fellowship Applicants, Please also respond to the following:**
  - Discuss how knowledge obtained from this project could be *specifically* implemented within the class curriculum (what is the current curriculum and how does this project support or enhance it?).
  - How will any new knowledge be shared with colleagues?
  - Please attach background information about courses or workshops, including brochures, flyers, or other descriptive materials, or refer the BEF to the appropriate website.
  - Please identify any important deadlines related to your application (e.g., deadlines for submitting applications, registration fees, tuition, or travel arrangements).

# Program Grant Questions

- **Program Grant Applicants, Please also respond to the following questions:**
  - Describe the detailed content/activities involved with this program or educational experience.
  - Please provide a timeline for the project that outlines the procedures and activities entailed.
  - Please explain how knowledge obtained from this project could be specifically implemented within the class curriculum (what is the current curriculum and how does this project support or enhance it?)
  - Please attach any materials that may assist us in better understanding the proposed program, and in particular, that may provide evidence of the quality or reputation of the program, course or consultant through letters of support or recommendation, articles in professional literature or other means. If using a consultant, please specify his/her role in this project.

# Budget Summary

## III. Budget Summary:

Class/Seminar/Workshop Expense	\$ _____
Materials and supplies	\$ _____
Travel, lodging, food	\$ _____
Other (please identify)	\$ _____
TOTAL	\$ _____

- Include all travel (plane, car, tolls, taxis)
- Include all materials (books, workbooks)
- Please itemize any program items- the BEF has been known to partially fund projects-

# Acknowledgements

- **IV. Acknowledgments:**

I have read, understand and agree to all of the terms and conditions listed in the BEF Grant Guidelines and I satisfy the eligibility requirements as listed in the BEF Grant Guidelines.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- *This is important- it tells us you understand the terms of the grant- including media release.*

# Requirements

- Completed first three year cycle (some leeway for High School teachers- with SAU input)
- Returning for 2009-2010 school year
- Coursework is not towards a degree program

# Summer Fellowship – What we consider

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:

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

# Program Grants – What we consider

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# Selection Criteria- Summer Fellowship

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?
3. Will the proposed grant have a direct impact on curriculum?
4. Is the budget reasonable and completed with adequate detail?
5. Is the project outside the scope of Bedford's regular professional development program, and also compatible with the goals of the Bedford school department?

# Program Grant Proposal Preferences

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.

# Program Grant Selection

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 department?

# Selection Process

- Applications to be mailed by March 9<sup>th</sup>
- Applications reviewed by Grant team for completeness
- Special BEF meeting, BEF board, Chip McGee, Grants Committee
- Notification by letter or phone call
- Awards Ceremony

# Questions?

