

Burnt Hills – Ballston Lake
Education Foundation

PO Box 144 Burnt Hills NY 12027

Opening doorways of opportunity...

Guidelines for Submission of Grant Application

Consideration will be given for proposals that:

- * Creatively enhance the learning process of students;
- * Are innovative;
- * Provide enrichment activities;
- * Include a well-articulated budget and good evaluation methodology;
- * Are not funded or fundable by other sources.

An applicant must be a resident, student, or employee of the Burnt Hills – Ballston Lake Central School District.

A District or Building Administrator must sign the application **acknowledging** they are aware the application is being submitted. An email to the Grant Chair in case of electronic submission is sufficient.

Letters of support for your application are strongly recommended, especially from those who may be impacted in some way. An email to the Grant Chair in case of electronic submission is acceptable.

All grant applications should be electronically submitted per instructions on the website.

No funds should be requested for projects that are traditionally funded through the district's budget. Grant funds should supplement, not supplant, state and local funds.

Do not request funds for T-shirts, mugs, pins, refreshments, field trips, individual student activities, personal professional development, staff salaries, or transportation.

Prior applicants who were not previously funded may revise and resubmit their requests for funding.

Prior recipients may re-apply for new projects or for continuation of existing projects. Priority will be given to funding new projects over continuing existing ones.

If your application is selected for consideration you will be invited to attend a meeting to further discuss your proposal with members of the Foundation Grant Committee.

If you accept funding for the project you will be expected to provide the Foundation with a written and/or oral evaluative report and a copy of the Business Office Voucher within 12 months of funding.

Award recipients will complete BHBL purchase orders for funded items and place them with the Business Office. A copy of that voucher will be required as part of the final report on the effect of the grant project.

The final report does not need to be extensive but it should show how the funds were spent and how students were engaged in learning. The report maybe a short discussion at a Foundation Board meeting and/or a short written narrative showing what was accomplished.

Availability of grant purchased materials should be shared with staff that could benefit from their use.

Student generated applications must be accompanied by at least one professional staff member's agreement to supervise the funding for, implementation of and evaluation of the project. Staff members who will be impacted by the project should sign a letter of support.