



## **Bristol Warren Education Foundation Grant Guidelines - Who should apply for a grant, and how?**

Grant proposals are welcome from any Bristol Warren Regional School District certified staff member including teachers, support personnel (such as nurses and guidance counselors), and administration. Collaboration across classrooms, grades, disciplines, and schools is highly encouraged.

### **What types of projects are funded?**

Bristol Warren Education Foundation (BWEF) is looking for projects to promote student excellence in the Bristol Warren Regional School District (BWRSD) and that:

- Encourage collaboration and community partnerships.
- Have a direct and immediate impact on target audience.
- Complement and enrich existing curricula.
- Innovative Approaches to Teaching and Learning

### **What types of projects are *not* funded?**

BWEF Grants are NOT intended to replace or relieve the existing responsibility for public funding of schools nor are they intended to substitute for normal budget growth and maintenance. Grants that BWEF will not fund:

- Projects funded through the regional or school budget.
  - General compensation shortfalls.
  - Capital improvements.
  - Equipment purchases that are not part of a specific project or curriculum.
  - Clubs and activities that are not extensions of existing curricular programs.
  - Ongoing maintenance of existing programs.
  - Professional development opportunities that are outside of the district or not tied to curriculum.
  - The provision of food when it is the majority of the requested budget
- How are proposals evaluated?



The BWEF Board meets to review and evaluate proposals based on the criteria outlined below. The Grant Evaluation Rubric is provided.

**Qualified new programs will be given priority over recurring programs in the grant evaluation process.**

Grant Applications should clearly describe the proposed project, with particular emphasis on:

- Innovative Approaches to Teaching and Learning
- Clarity of goals and objectives along with alignment to district, school and curricular goals.
- Detailed implementation plan.
- Evidence of compelling need and collaboration.
- Expected results and their measurability.
- Size of the student population that will benefit from the project
- Reasonable budget.

**What is the grant application and award process?**

1) **Develop:** Develop your proposal idea and determine if you are applying for a Mini-Grant (request of \$1000 or less) or a Large Grant (over \$1000).

2) **Solicit Endorsement:** Review proposals with the administration to ensure that they are in line with the district's goals and specific school objectives. Discuss proposals with colleagues and solicit their ideas and support for participating in the program.

3) **Compose:** Complete the appropriate grant application and have Principal/Building Administrator endorse the grant application.

4) **Apply:** Please submit application via email to: [grants@bwedfoundation.org](mailto:grants@bwedfoundation.org)

**ALL APPLICATIONS MUST BE RECEIVED ON OR BEFORE GRANT DEADLINE AS DETAILED IN THE GRANTS APPLICATION DOCUMENT**

5) **Notification:** All applicants will be notified of **funding decisions in writing by June 1st.**

*For questions or more information, please contact [grants@bwedfoundation.org](mailto:grants@bwedfoundation.org)*



	<b>Expectation Level</b>	<b>4 WOW!!</b>	<b>3 Worthy of Funding</b>	<b>2 Within Reach</b>	<b>1 Weak</b>	<b>Score</b>
<b>1</b>	<b>Overall Application</b>	A well-written, complete and compelling proposal	A well-written, complete proposal.	A complete proposal. May be vague or confusing.	An incomplete proposal, with areas left blank or insufficiently addressed.	
<b>2</b>	<b>Goals and Objectives</b>	Goals and objectives are clearly defined. The alignment to district (see BWRSD Strategic Plan), and school curricular goals is clearly stated.	Goals and objectives are stated and correspond to district, school, and/or curricular goals.	Goals and objectives are stated but do not appear to correspond to district, school, and/or curricular goals.	Goals and objectives are not clearly stated or omitted entirely. Connection to district, school, or curricular goals is lacking.	
<b>3</b>	<b>RATIONALE AND COLLABORATION</b>	Need for program is clearly stated and compelling. Research is provided if relevant. Program infused with creative and collaborative approaches of instruction (i.e. other teachers, professionals, schools, or community resources) are detailed.	Need for program is stated. Research/data is provided if relevant. Program incorporates some creative ideas or collaborative partnerships.	Need for program is stated. Program fails to cite research or proven practice methods, if relevant. Incorporation of creative ideas or collaborative partnerships is weak.	Need for program is not clearly stated or absent. Program fails to incorporate any creative ideas or collaborative partnerships.	
<b>4</b>	<b>IMPLEMENTATION PLAN</b>	Complete and detailed explanation of how the project will be implemented is provided. Plan includes activities, results and method of assessment/evaluation. Timeline is realistic.	Explanation of how the project will be implemented is provided. Timeline is provided and is attainable.	Explanation of how the project will be implemented is provided, but may be missing information and/or the timeline is unrealistic and/or absent.	A weak explanation of the project implementation is provided but with many missing pieces or lack of information so that it is not clear how or when the project will be implemented.	



5	<b>PROGRAM EVALUATION</b>	A clear, detailed explanation of the method(s) of evaluating whether project goals were met is included. Method of target audience/student reflection/feedback is included.	An explanation of the method(s) of evaluating whether project goals were met is included. Student/target audience feedback evaluations are included in plan.	An evaluation plan is provided for the overall project, but lacks student/target audience feedback.	No evaluation plan is provided for the overall project.	
6	<b>IMPACT</b>	Grant will impact large target population in both initial and subsequent years.	Grant will impact a large target population in the initial year or a smaller population over multiple years.	Grant will impact a smaller target population in the initial and/or subsequent years. Efforts could be made to expand target population.	Target population is not clearly defined.	
7	<b>BUDGET</b>	Detailed budget is provided for all areas of the project and costs seem reasonable.	Budget is provided for all areas of the project and costs seem reasonable.	Budget is provided but is missing some detail and/or there are questions about reasonableness of costs.	Budget has insufficient detail and/or information.	
	<b>Application Guidelines</b>	Automatic deduction of 10 points for applications that do not meet Grant Guidelines.				
					<b>Total Score:</b>	