



## **Boonville R-1 Education Foundation Grant Application Guidelines**

*Please read carefully to fully understand guidelines and expectations. The number of grants awarded will depend upon available funds.*

### **Application and Deadline:**

- Proposals must utilize the electronic application form available on the Boonville R-1 Education Foundation website.
- A proposal consists of a cover page, original application (not to exceed two single-sided pages) and itemized budget.
- Applications must be signed by the building principal as an indication of support for the request.
- **Signed applications must be submitted to the Administration Building no later than 4:00 p.m. on the last weekday in February. Late applications will not be considered.**

### **Applicant Eligibility:**

- Grant funds are limited to Boonville R-1 School District certificated employees.
- In the case of a Multi-Building/Department proposal, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed.
- The signature of the immediate supervisor of the applicant(s) is required on the application.
- Grant funds will only be awarded to projects that directly benefit academic achievement.

### **Recipient Requirements:**

- Recipients must adhere to all District financial guidelines and policies.
- Recipients will be requested to provide a mid-term and final summary report and a financial report at the conclusion of the project.
- Recipients may be asked to attend a Foundation Board/Board of Education meeting to discuss their projects.
- If the grant application is approved, any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.
- Materials and equipment funded by the Boonville R-1 Education Foundation are the property of the Boonville Public School District. All non-consumable items purchased with BR1EF funds must be marked with an BR1EF identification label and included in the school's inventory.

### **Notification of Recipients:**

- Recipients will be notified approximately 30 days from submission of the proposal.
- Funds for the grants will be sent to the Boonville R-1 School District Finance Department for distribution to the designated vendor.

### **Date for Awarding Funds:**

- 80% of funds for approved applications are payable the first business day in August. Exceptions may be made based upon the needs of the project. The remainder of funds will be distributed to the district upon receipt of the final evaluation summary and financial reports.
- Funds will be deposited in the Boonville R-1 School District Business Account for each recipient.

### **Length of Project:**

- The projects are funded July 1-June 30 of each school year.
- **Any unexpended funds will revert to the Foundation thirty (30) days after the conclusion of the project.**

### **Project Eligibility:**

- The identified need must complement the district mission, district strategic plan, and/or Building improvement plan and be aligned with the district's curriculum goals.
- The project must have a designated time frame for completion.

- The project must have measurable objectives.
- Funds may not replace normal funding from tax-based sources.
- The proposal must describe how the success of the project will be evaluated.

**Application Review Process:**

- Proposals shall be competitively reviewed by a designated Foundation Committee.
- Projects will be judged based on their potential to positively impact instruction and academic achievement.
- All proposals will be subject to a blind review relative to the applicant(s).
- Before review by the Foundation, school administrators will review projects for compliance with the Comprehensive School Improvement Plans (CSIP). The review is **not** for selection of recipients.

**Grant Summary:**

- An evaluation summary (on the forms provided) plus a financial report are due to the Foundation Office thirty (30) days after the conclusion of the project.
- The remaining 20% of funds will be paid upon approval of the final report by the Foundation Board.

**Application Requirements:**

To be considered for funding, the application must:

- Be grammatically correct and free of spelling errors.
- Be complete (all sections).
- Be free of any identifying information (i.e., applicant or school names) other than on the cover page.
- Describe some method to evaluate the success of the project.
- Be previously reviewed and signed by building and/or supervising school administrator.
- Be provided with the original plus three additional copies (4 total).

**Grant Classifications:**

**Professional Development Grants** (maximum award \$5,000/Building; \$1,000/Individual Teacher)

provide funds for staff to participate in staff development activities to augment classroom instruction that include, but are not limited to, the following:

- Workshops/Seminars in instructional areas at the building level.
- Conferences specific to area taught.
- Educational experts to address specific areas of the curriculum.
- Tuition/fees for National Board Teacher Certification.

**Technology Grants** (maximum award \$5,000/District)

provide funds to enhance existing technology throughout the district and acquiring new technology to support education reforms and student achievement. Opportunities may include the following:

- Additional hardware such as computers for the classroom, smart boards, and projectors.
- Classroom Performance Systems to quickly assess student mastery.
- Adopting and/or expanding existing technology to enable teachers to increase student learning opportunities including technology literacy and innovative practices such as distance learning.

**Instructional Support Grants** (maximum award \$3,000/Grade Level, Team or Department; \$1,500/Teacher)

will be awarded to Boonville R-1 School District educators for instructional projects that supplement and align with the District Improvement Plan. Grants may include, but shall not be limited to, the following:

- Promote teaching American History as a separate subject within core curriculum, improve teachers' knowledge and appreciation of the subject and raise student achievement.
- Equipment, teaching supplies and software to improve student performance in reading comprehension and literacy.
- Educational Field Trips to support Science instruction in Life Sciences, Biology, Earth Sciences, and scientific methods.
- Academic Intervention Resources directly impacting student achievement in at risk students in core subjects.
- Enhance the educational opportunities for students in all Fine Arts appreciation, history, and performance.



**APPLICATION FOR FOUNDATION GRANT COVER SHEET**

NOTE: Review of proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs & Allocations Committee. Consideration will be based entirely on the following proposal.

Name of Project Director/Administrator for Team Proposals (limit to one name only):  
E-mail Address (required):  
Is this a team proposal?  Yes (If so, list names below.)  No  
Team Members:

Grade Level(s):                      Building(s):

Project Title:  
Anticipated Project Starting Date:                      Completion Date:  
Total Dollar Amount Requested:

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please print application and return it with 3 copies (4 total) to:**

**Boonville R-1 Education Foundation  
736 Main Street  
Boonville, Missouri 65233**

*DO NOT FAX OR EMAIL*

***Do NOT include any names in this application.***



**APPLICATION FOR GRANT**

Project Title:

Implementation Date:

Completion Date:

Number of Students Impacted:

Total Amount of Request:

Application is from:    District    Building    Team of Teachers    Individual Teacher

Application is for:    Instructional Support    Technology    Professional Development

1. Media Statement - In 2-3 sentences, briefly describe how the project will impact students.  
(This may include any information about the scope and meaning of your project not covered in the application.  
This statement may be used by the Foundation in media releases and/or promotional materials.)

2. Describe the ways in which the purchased items(s) enhance and support Missouri Learning Standards.

3. Describe the ways in which the purchased items complement the instructional goals of the CSIP.

4. List the measurable objectives and methods of evaluation of this project.

5. Provide a one-year timeline for the project.

Date	Activity	Resources Needed	Target Date for Completion

6. Itemized Budget: List your budget details in order of priority. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments, including shipping fees.  
 NOTE: If this project is funded, copies of all invoices and receipts will need to be attached to a written financial report and returned to the Boonville R-1 Education Foundation by June 30<sup>th</sup> of each fiscal year. Any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.

ITEM	SUPPLIER	ITEM COST	QTY	TOTAL
		<b>TOTAL REQUESTED</b>		

7. Describe any budgetary impact beyond the initial grant period, e.g., maintenance contract, renewals, subscriptions  
 (Provide documentation of District approval for these costs, if available)

Code \_\_\_\_\_  
(For BR1EF use only)

8. If this request represents less than 100% of the funding needed for your project, what percentage is covered by this request. %      Has the remaining funding been secured?  Yes  No