

## Grant Award Program Application Criteria and Instructions

(Revised April 14, 2009)

The Boise Public Schools Education Foundation provides Boise School District educators an opportunity to secure additional dollars to help meet the needs in his/her classroom, program, or school- or District-wide initiatives by writing a grant to the Foundation for financial assistance.

The grant will be reviewed by community leaders serving on the Foundation Board of Directors. The grant must be well written and clearly substantiate the need by meeting all grant application criteria and instructions to be considered for funding. A grant may receive full, partial, or no funding if guidelines are not met.

### CRITERIA

**Before** you complete a grant application, carefully check the following criteria to see if your grant will qualify:

- Enhances or supports District curriculum, initiatives or programs
- Direct student participation is preferred
- Will not support plant facility programs
- Will not pay for food, t-shirts, or school uniforms
- Grants that have secured additional funds from sources other than the Foundation will receive higher consideration
- Will not pay salaries or stipends for District staff
- The Foundation will only fund technology equipment requests, if awarded, at 50% of the total value, i.e. Classroom Performance Systems (clickers); Front Row Systems; interactive whiteboards, mp3 players, document cameras, and all other technology equipment listed on the District Technology Bid List ([www.boiseschools.org](http://www.boiseschools.org)). Some exceptions may apply; contact the Foundation office, 854-4063 or 854.4065, with specific questions regarding technology equipment grant applications.
- Grants may not be awarded due to lack of funds, if instructions are not followed, or criteria not adhered to

### SUBMITTING A GRANT AWARD PROGRAM APPLICATION:

1. Only the current year application form will be accepted. Plagiarized grants submitted by previous applicants will not be accepted.
2. Applications must be **typed**. They are reviewed and ranked by community leaders, not educators. Explain concepts and data clearly and concisely, do not use acronyms.
3. May not be faxed or emailed.
4. May not be more than five (5) pages in length. The page limitation does not include budget pages. One page should be included that provides a picture and description of the item(s) or service(s) to be purchased to clarify to grant readers what is being requested.
5. Must have a program director; an individual responsible for designing, implementing, evaluating, and accessing the account funds.
6. An application will not be considered for a program that has already been completed.
7. Grant orders from local Idaho vendors must include sales tax.
8. Only the approved items listed on the grant award budget request form may be purchased.

9. Applications must include the Principal's signature signifying support of the grant and that it followed the criteria for a grant award.
10. More than one (1) grant application may be submitted from each site. The Principal **must** prioritize the site's grant applications; initial his/her site priorities, and briefly explain why. The grants may not be considered for funding if not prioritized.
11. **Send** one (1) original copy of the grant application and **retain** a signed copy.
12. The Principal and Program Director must also retain a signed copy of the grant for their files.

## **AFTER GRANT IS AWARDED**

1. In July the Principal and the Program Director will be notified in writing if the grant award application was accepted or denied.
2. When the grant application has been approved, the grant award account will be established and the Program Director may begin accessing the fund **IMMEDIATELY**.
3. The Program Director will follow the Internal Revenue Service's 501(c)(3) guidelines as listed below:
  - a. If an item or service purchased with a grant award needs to be transferred to another program, teacher, or school, the request must be made in writing and signed by the Program Director and the Principal.
  - b. The funds must be used as specified in the grant application and approved by the Foundation Directors.
  - c. The grant award may **not** be made or used for personal gain by anyone associated with a grant award.
4. Accessing Fund Procedures must be followed before monies are released. The procedures may be obtained from the Foundation website, [www.boiseschoolsfoundation.com](http://www.boiseschoolsfoundation.com).
5. The grant must be implemented in the first semester. If unable to do so, a written explanation must be included on the application.
6. A program evaluation must be completed and submitted to the Foundation office by the last day of the current school year of the grant's intended use. Failure to comply may jeopardize future grant opportunities.
7. A grant award is for a one-year program only. Any monies not expended in a grant award account at the end of the fiscal year they were awarded will be placed in the Foundation's unrestricted fund.
8. Under extraordinary circumstances, a Program Director may request, in writing to the Foundation Executive Director, a one-year extension of the grant. The Foundation Executive Director will notify the Program Director, in writing, whether or not an extension for the grant will be approved.