



ENRICHMENT & INNOVATION GRANT PROGRAM GUIDELINES

The Bellevue Schools Foundation (BSF) offers teachers and staff in Bellevue's schools small grants through the Enrichment & Innovation Grant Program. These new grants will focus on projects that extend the regular curriculum, encourage higher-level thinking skills, or enrich students through culture, art, or other activities. Enrichment & Innovation Grants will support projects that serve students across one or more grade level(s) (elementary schools) or course level (middle/high schools). Teachers, counselors, and principals are eligible, but the principal must prioritize all applications from each school. The maximum award is **\$1,000** for each application and **\$3000** total awards per school.

Requirements:

- The project involves, at a minimum, students in an entire grade level (elementary) or course level (middle, high). **Projects will not be funded for a single classroom.**
- The school principal must approve and prioritize all grant applications
- The submittal deadline is **September 25, 2009**. Late submissions will not be considered.
- Submit an original and three copies to BSF by BSD mail and a PDF copy by email to info@bsfdn.org.
- Final reports are required by June 9, 2010 for funded projects. The Enrichment & Innovation Final Report Form is available on the BSF website.

Things that will help your grant get funded:

- Accurate completion of the BSF grant application, including a timeline and accurate budget numbers
- Active student involvement
- Multi-school projects. For example, a project can share an author or artist visit at more than one school. Schools are able to apply jointly for project funding as long as the request is less than \$1000/school.

Common reasons that grants do not get funded:

- Lack of a definite project or detailed budget
- Request for basic supplies
- Application submitted after completion of project or the purchase of materials
- Project not prioritized by principal

Non-fundable items:

- Money spent prior to grant approval
- Teacher salary or release time
- Computer related items not supported by BSD
- Capital improvement costs
- Incentives or rewards
- Snacks or food not related to grant goals

Replicated Projects:

- It is acceptable to base your application on a previously funded grant by a different applicant, but that will not guarantee funding. Each grant application will be considered on its own merits in relation to other applications and available funding during each grant cycle.

Grant awards will be announced by October 23, 2009.