



2010 BEF Classroom Innovation Grant Application

The Beaverton Education Foundation (BEF) encourages District staff to apply for funding (\$500-\$1,000) for student-engaged projects that enrich learning and encourage classroom innovation. **Submit to: BEF at BSD Central Office (Interschool Mail), or BEF Office, 3800 SW Cedar Hills Blvd. #168, Beaverton, OR 97005 by 9/7/10.** Please contact the BEF office, 643-7453 or info@beavertonEDfoundation.org for additional information or assistance with the new form.

Applicant(s) name(s): _____

Project Title: _____ School: _____

Contact Person:

Position/Title:

Phone (w):

E-Address:

Phone (h):

Total Amount Requested: _____

BEF Classroom Innovation Grants do NOT fund requests for:

- District Staff compensation including substitute teacher pay and extended contract. BEF funds can only be used for personnel who are not District employees.
- Purchase of District adopted material or equipment available at your school.
- Books, equipment or supplies that are not part of a project (project is not purchasing equipment, books or supplies for media center, classrooms.)

INSTRUCTIONS:

1. Please complete and submit all information requested on this application form. Incomplete applications will not be considered for award.
2. Applications must be computer generated, and stapled with **no** binder. Applicants must use the 2010 application form and grant plan template.
3. Do not include materials that must be returned, or supplemental materials, including DVD's as they cannot be copied and mailed to readers.
4. **Submit original and nine (9) (total of 10) one-sided hard copies AND e-mail a copy to: info@beavertonEDfoundation.org.**
5. Applications must be received by **5pm on 9/7/10. If submitting on the deadline week, hand deliver to ensure application is received on time.**
6. To assist reviewers, define all acronyms used, and avoid educational jargon.
7. Only include the name of your school on this cover page. DO NOT use the name of your school or staff members in the body of your application.

If funds are awarded by the Beaverton Education Foundation I (we) agree to:

1. Send a thank you letter to the grant sponsor (if a sponsor is assigned), and a copy to BEF.
2. Inform BEF in writing of changes in job assignment affecting this grant.
3. Expend these funds only on items described in the proposed budget in this application within the academic year the grant is awarded.
4. **Submit a Project Completion Report to BEF within 30 days of completion of the project.**
5. Return any unexpended funds of more than \$10.00 to BEF with the Project Completion Report.

Applicant and Supervisor Signatures Required. Applications will not be accepted if unsigned.

Applicant/Team Leader Signature: _____
(I am authorized to sign on behalf of all Applicants)

Date:

Principal/Supervisor Signature: _____
(By signing, I acknowledge my support and approval for this activity)

Date:

Principal/Supervisor (Please print name): _____

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Project Title (do not include school name):

Amount Requested:

Number of Students Served:

Grade Levels:

Project Start Date:

Estimated Finish Date:

ABSTRACT

Describe your project in one paragraph in a clear and concise manner, highlighting its compelling, creative, and/or unique aspects (to be used in BEF publications). Do not include school name in proposal or plan template. (**Not to exceed 100 words**).

PROJECT NEEDS STATEMENT

Describe the compelling need for your project and why it is important. (Not to exceed 500 words)

Please use this template. We encourage you to use bullet points. As you are completing this form make sure that your goals, activities, expected outcomes and targets are aligned. Does each goal connect with planned activities and expected outcomes? Will your measurement tools validate expected outcomes?



BEF CLASSROOM INNOVATION GRANT PLAN			PROJECT TITLE:	
GOAL	ACTIVITIES	EXPECTED OUTCOMES/TIMELINES	MEASUREMENTS	TARGETS
<i>Project will enhance school improvement plans and learning targets.</i>	<i>Activities are well defined actions taken towards achieving the goal.</i>	<i>Outcomes are specific outputs/ results of the activities undertaken while adhering to a timely and logical sequence.</i>	<i>Measurements are instruments designed to capture data.</i>	<i>Targets are the forecasted (quantitative + qualitative) numeric values or percentages to be achieved (comparison pre/post).</i>

BUDGET

Provide a line item listing of your budget, and an explanation for each line. If the project budget exceeds the amount requested of BEF, explain in the Funds from other sources section.

Category	Amount Requested from BEF	Funds from other sources – Amount	Source	Committed	Requested	Total
1. Personnel						
2. Materials						
3. Travel						
4. Other						
Total						

Please explain how amounts above were derived.

1. Personnel (speakers, consultants, etc).

2. Materials (equipment, books, supplies, etc.)

3. Travel (field trips, student transportation)*

4. Other

* *Tri Met Class Pass discount (\$1 round trip/per person) for groups of 15 or more. Download a Field Trip Request Form at <http://www.trimet.org/fares/fieldtrips.htm>*