

Beaverton Education Foundation
BEF Classroom Innovation Grants
Frequently Asked Questions

➤ **Can I talk with someone about my proposal?**

Yes, we are happy to discuss your proposal idea and answer any questions you may have about the application or application process by phone or e-mail. Our phone number is 503-643-7453, or e-mail info@beavertonEDfoundation.org.

➤ **I'm on staff, but not a teacher, Can I apply for BEF Classroom Innovation Grants?**

Yes, any Beaverton School District staff member may apply.

➤ **Are there funds available for special projects with a designated focus area?**

Yes, as a part of the BEF Classroom Innovation Grants, BEF manages three designated funds:

- **Mike Osborne Memorial Award Fund** for literacy,
- **Building STEAM 4 ALL** promoting science, technology, engineering and mathematics,
- **Dave Gettling Technology Fund** supporting the use of technology by students.

Special reporting and/or recognition requirements may go along with each of these three programs. Details are located on our website at:

www.beavertonEDfoundation.org

Occasionally the Foundation also has the opportunity to award other focused projects through designated funding sources.

➤ **Can Middle Schools apply for BEF Classroom Innovation Grants?**

Yes, middle school staff are welcome to apply for BEF Classroom Innovation grants.

➤ **Can I use BEF funds for staff and volunteer training?**

Projects and programs must be student-engaged. While BEF recognizes that staff training is valuable, with limited funds, BEF Grants will fund only programs that involve students.

➤ **Can I use BEF funds to purchase technology equipment, books, etc. for the classroom?**

Materials, equipment, books listed in the budget must be essential to the goals and objectives of the project or program. BEF recognizes that there are books, equipment, and technology that enhance student learning. However, due to limited funds, BEF grants will fund only materials that are essential to the program proposed in the application.

➤ **What criteria will be used to determine if my proposal receives funding?**

Please refer to the BEF Classroom Innovation scoring guide posted on the BEF web site. It may assist you as you write your proposal and is used by the BEF readers to score all applications.

➤ **Who will be reading my application?**

The majority of the BEF grant readers are from the business community, and are involved with BEF serving as board members or leadership volunteers. Please pay careful attention to spelling and grammar. You are representing your profession when you submit a proposal.

➤ **Why does the application have two cover pages?**

The first is for office use. The second is “blind”, and does not include the school, the applicant’s name or the supervisor’s name. This is the cover page that goes to the readers, and is “blind” to ensure unbiased scoring. Please make sure that your formatting does not shift parts of the first cover page onto the second, causing signatures to appear on the “blind” cover page.

➤ **I forgot to get my supervisors signature, or didn’t make the required number of copies -- will my application be accepted?**

No, please make sure that you have signed your application, as has your supervisor and that you have included all 10 copies. It is recommended that you submit your application early so that any oversights such as this can be corrected.

➤ **Can I submit my application before the deadline date?**

Yes, it is recommended that you submit your application prior to the deadline date. You may submit your application via interschool mail to Beaverton Education Foundation. If you are submitting your application close to the deadline date it is best to hand-deliver it, as it may not arrive on time by interschool mail. Applications must be received by the deadline date. If you are hand delivering your application the week of the deadline you may drop it off at the School District central office front reception area. You may also drop off your application at the **BEF office, 3800 SW Cedar Hills Blvd., Suite 168, Beaverton, OR 97005.**

➤ **If I receive funding what do I need to do when my project has been completed?**

It is vital that you submit a Project Completion form. It is important that BEF has this information to insure that our donor dollars are being well spent, and in our efforts to secure future funding. If you do not submit a Project Completion form in a timely manner, it will likely affect the outcome of grant proposals that you submit in the future.