

**Beaverton Education Foundation**  
**BEF Kids Count Grants**  
**Frequently Asked Questions**

- Am I required to submit an Intent to File form for a BEF Kids Count Grant?

Yes. You must submit a BEF Intent to File form by January 27, 2009. Your application will not be accepted if you have not completed the BEF Intent to File form.

- Is someone from the Foundation available to discuss my proposal with me?

Yes, we are happy to discuss your proposal idea and answer your questions by phone or e-mail. We recommend that you contact us prior to starting to write your proposal. Our phone number is 503-643-7453, or e-mail [info@beavertonEDfoundation.org](mailto:info@beavertonEDfoundation.org).

- 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 Kids Count Grant funds to pay for staff compensation?

Yes. Please contact the School District Human Resources Department, Payroll Department and/or Grant Accountant to assist you with determining classified and certified salary pool.

- 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?

The BEF Kids Count Grant scoring guide is posted on the BEF web site to assist you as you write your proposal. The guide is used by the BEF readers to score all applications.

- Is it ok if I use funds from additional sources for my program?

Yes, additional funding sources strengthen an application.

- 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 -- will my application be accepted?

No, please make sure that you have signed your application, as has your supervisor. It is recommended that you submit your application early so that any oversights such as this can be corrected. Please submit the requested number of copies.

- Can **Middle Schools** apply for BEF Kids Count Grants?

No. Middle Schools are not eligible to apply, as all eight traditional middle schools have received funding for after-school programs through the BEF After-the-Bell Student Success Award program.

- 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.**

- Are only teachers eligible to apply for BEF Kids Count Grants?

No, any Beaverton School District staff member may apply.

- May a school submit more than one application?

Yes, multiple applications from one school are accepted. However, please be aware that only one per school is likely to receive funding.

- 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.