



Butte Silver Bow Public Schools
Education Foundation
PO BOX 3821, BUTTE, MT 59702
GRANT PROGRAM APPLICATION

For BSBPSEF use only:

Project # _____ Funds: _____

COVER PAGE

Please complete responses to all questions. Send signed sheet with signature page to the
aforementioned address.

Applicant Name: _____

Subject/Grade: _____

Home Phone/Cell Phone/Work Phone/Fax: _____

School: _____

Email: _____

Project Title: _____

I UNDERSTAND AND AGREE TO THE FOLLOWING:

- This project does not displace, replace, or supplant programs funded by Butte School District #1.
- Grant funds must be used within one year from date of award and any amount not used during that time will be returned to the BSBPSEF.
- The BSBPSEF will not reimburse any costs of the project above the grant award or pay for those costs or items not included in the proposed budget.
- I will submit a written evaluation, project findings, and budget summary within one month of completion of the project and agree to present my findings to the Board if requested.
- BSBPSEF has the right to use this project, if funded, for public information purposes or to help other educators.

Applicant Signature/Date

Principal Signature/Date

Application Deadline for Fall Grants will always be the first Wednesday every October.

Application Deadline for Spring Grants will always be the first Wednesday every March.

BSBPSEF Grant Program Application

APPLICATION AND SUMMARY PAGE
Please complete responses to all questions.

_____ \$ _____
Project Title (This name will be used in publicity so be creative. Funds Requested

Number of students to be served: _____

Number of schools to be served: _____

Grade Level(s): _____

Curricular subject areas impacted by this project (i.e.: math, science):

Using only the space below, please provide a summary of the program in 50 words or less. We will be using your summary for publicity about grant recipients. Please try to explain the purpose and proposed impact of the project.

For example: "The Science Seminar allows science students to apply previous coursework to topics normally not covered in the classroom. The previous coursework will be utilized within the natural environments of Glacier and Yellowstone Parks, using state and community experts, special readings and the actual experience of being in the wild."

BSBPSEF Grant Program Application

Signature Page

Please complete for GROUP APPLICATIONS.

Please include signatures of all applicants who will be responsible for planning and implementing this grant. Add additional lines if needed.

Print Name / School

Signature

Print Name / School

Signature

Print Name / School

Signature

Print Name / School

Signature

Print Name / School

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Print Name / School

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Print Name / School

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Print Name / School

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Print Name / School

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Print Name / School

Signature

Print Name / School

Signature

Print Name / School

Signature

Print Name / School

Signature

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Application Form

Specifications

1. Submit the application either on-line per web site instructions or mail to the address listed on page 1 of this application.
2. The proposal should be typed, double-spaced. Use no smaller than 12 –point font, and have margins no smaller than one (1) inch.
3. The narrative should follow the prescribed outline below and not exceed four (4) pages in length. Clarity and brevity are appreciated.
4. Please include the following in your application:
 - a. Cover page with applicant and principal signatures.
 - b. Abstract and summary page.
 - c. Group application signature page (if this is a group project.)
 - d. Application narrative: please use the outline below with corresponding section numbers.
 - e. Estimated Budget Summary Sheet (please provide an estimated itemized budget.)
5. Only grant applications using the BSBPSEF application forms will be accepted.
6. Do not submit any materials not requested or use binders or covers.

Narrative Outline

Summary: Brief summary of the grant goals and what the funds will be used for.

Section 1: Justification (20 points)

- A. Project Need (10 points)
 - Describe the significant academic need and target population.
 - Why is the need special or unique?
- B. Purpose of the Project (10 points)
 - What is the purpose and anticipated impact of your proposed project, and how will it improve student achievement?
 - How do the goals link with curriculum and your school’s goals/objectives?

Section 2: Relevance to Grant Program Goals (40 points)

- A. Creativity and Innovation (15 points)
 - How is this project different from the usual classroom approach?
 - Identify the new elements of creativity you will be using?
- B. Extension of Student Learning (10 points)
 - How will this project extend student learning beyond the classroom?
- C. Collaboration (10 points)
 - What other collaborative partners are involved and what are their roles?
 - Why did you select these partners; what do they add to the project?
- D. Availability of funding (5 points)
 - What other possible sources of funding have you investigated, including regular school funding?
 - Why is funding from the District or your school not available for this project?

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Section 3: Project Description (25 points)

A. Design (20 points)

- Describe the activities that will ensure that your project is successfully accomplished.
- Include a timeline of major activities and a description of each major activity.
- How will the project be integrated into the curriculum?
- How will you use the materials and supplies included in your proposed budget?
- Briefly describe the types of personnel (not names), organizations, or staff members who will be working directly with your project. When applying for a team or group grant include the strengths of each person as well as why the team chose to work together.

B. Budget (5 points)

- List itemized project budget, projected schedule of expenditures, sources of supplies and cost, including taxes and shipping.
- If applicable, list any in-kind donation or contribution to the project. Please try to assign a monetary value to in-kind contributions.
- Include a total budget request.

Section 4: Evaluation, Dissemination, and Future Plans (15 points)

A. Evaluation (5 points)

- Indicate how the success of the project will be measured, including strategies and tools you will use.
- How will you assess student progress?
- How will you determine the benchmarks for achieving each objective?

B. Dissemination (5 points)

- How will you share information from your project with your colleagues or the community?
- How could this project be used in other classrooms, schools, or district-wide to improve student learning?
- What else would you need to assure that what you learn can be used by others?

C. Future Plans (5 points)

- What are your future plans for expansion, continuation, or replication of this project, if any?