

Dear Partner in Education:

The Ballston Spa Educational Foundation was formed to raise, manage and distribute financial and non-financial resources for educational enrichment. We are beginning our spring 2010 grant cycle and encourage you to submit an application. Funds from this grant cycle will be available in May.

**Although Foundation funds are limited, we encourage you to submit more ambitious proposals. If your proposal meets our funding criteria, we will make every effort to secure an alternate funding source.**

You are invited to apply for funds by completing an application form. Forms or an electronic version are available in each building principal's office. In addition, forms can be obtained on our website or through one of our building liaisons: <http://www.ballstonspaeducationfoundation.com/>

Malta Avenue:	Laura Noonan
Wood Road:	Deanie McCarthy
Milton Terrace North:	Karen Van Alstine
Milton Terrace South:	Angelo D'Annibale
Middle School:	Kyle Noonan
High School:	Andy Menzie

**Priorities will be given to projects that address the Foundation's mission and are educationally enriching, innovative, creative and include a plan for continuation beyond Foundation support.** If you have previously applied for a grant and it was not approved, you may re-submit the proposal, or a new version of the proposal, for this review cycle.

**Ten copies of the application must be in the Foundation's mailbox at the District Office no later than 4 pm on March 19, 2010.** We are unable to accept applications by facsimile.

For more information on the application for funding, contact Stuart Williams in the Office of Community Relations at 884-7195 ext. 1305 or Martina Bantham, BSEF Grants Review Committee Chair, at 884-5051.

We encourage you to take advantage of this unique opportunity. Good luck with your application!

Sincerely,

Martina S. Bantham  
Chair, Grants Review Committee

# Ballston Spa Educational Foundation

## Guidelines for Submission of Grant Applications

1. Applicants must be employees of the Ballston Spa Central School District or organizations officially affiliated with the Ballston Spa Central School District.
2. All applications must be date stamped at a school office and delivered no later than 4 pm on March 19, 2010.
3. All applications must be submitted in a typed or computer generated format. **(Applications are available in paper form and electronically in each building principal's office and on the district's web site – via the link to the foundation's link)**
4. All applications must be signed and authorized by the building principal or appropriate administrator.
5. Prior applicants who were not previously funded may revise and resubmit their requests for funding.
6. Prior recipients of Foundation funding may only apply for new projects, not for the continuation of existing projects.

### **Favorable consideration will be given to proposals that:**

- address the Foundation's mission and are clearly for educational enrichment
- benefit a large number of students
- are innovative, creative and new
- include a good plan for continuation beyond the Foundation's support

### **The Foundation looks less favorably on proposals that:**

- are used to fund existing programs
- are one time expenditures with limited future impact
- are for personnel/substitute costs

If selected as a finalist for consideration of Foundation funding, you may be asked to attend a meeting to further discuss your proposal with members of the Foundation.

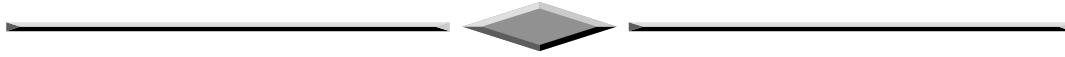
If your proposal is funded, the Foundation will require a written evaluation of the effectiveness of the grant proposal funded in a timely manner, but no later than one year after the official announcement of the grant.

### **Timeline Grant Cycle**

- Applications will be available at all schools by February 1, 2010.
- Grant requests must be delivered to the BSEF mailbox in the District Office by 4 pm on March 19, 2010.
- Interviews with finalists will take place in April.
- Grant awards will be approved at the April BSEF meeting.
- Funds will be available in May – presentation to Board of Education in May.

**Ballston Spa Educational Foundation**  
**2009-2010**  
**Grant Application**

(Must be typed or computer generated)



*Mission Statement: The Ballston Spa Educational Foundation, a volunteer, not-for-profit organization, supports the mission of the Ballston Spa Central School District by raising and distributing resources for educational enrichment outside the realm of the daily operational needs of the district.*

School/ Office/ Dept. originating request:

Contact Person:

Date:

Position:

Telephone:

Amount of grant funds requested: \$

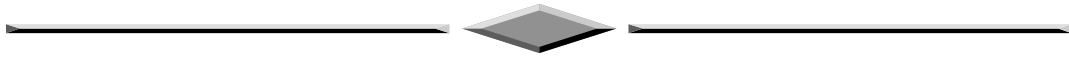
Date when funds are needed:

**Authorization: I have reviewed this grant application and support its submission to the Ballston Spa Educational Foundation. Funding for this proposal is currently not available from the District.**

\_\_\_\_\_  
Signature of Principal or appropriate Administrator

\_\_\_\_\_  
Date

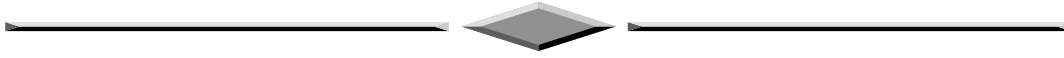
**Please describe your proposal below:**



Please use as much room as necessary to answer the following questions, adding additional space/pages as needed.

1. Needs Assessment: State the specific need for this proposal. Please indicate how this proposal supports the mission of the Educational Foundation.
  
2. Foundation was formed to distribute resources for educational enrichment outside the realm of daily operational needs of the district. Please explain why your proposal cannot be funded through the Ballston Spa Central School District's operating budget.
  
3. One of the goals of the Foundation is to distribute funds for "educational enrichment". By enrichment we mean items that are above and beyond the traditional educational experience. (The icing on the cake and not the cake). Please explain how your proposal meets the educational enrichment criterion.
  
4. Benefits: Describe how this proposal will benefit students/staff, and the projected number of students who will be impacted.
  
5. Budget: Provide a budget narrative which details how the funds will be expended, as well as any other support to be applied towards the proposal. Please also complete the attached budget sheet.
  
6. Evaluation: Indicate exactly how the success of this proposal will be measured. Please note that if your proposal is funded, you are required to report the results to the Educational Foundation.
  
7. Continuation: Please outline efforts that will be taken to continue the project or program after the grant funds are expended.

## Ballston Spa Educational Foundation Proposed Budget



Expense Categories	\$ Requested From Foundation	Funding From Other Sources i.e. Matching Corporate Grants	Total
Fees and Services			
Supplies and Materials			
Equipment			
Other (Describe): _____ _____ _____ _____			
Totals			

## **Grant Application Final Checklist**

- Is the Foundation's mission adequately addressed in your proposal?
- Is the application typed or computer generated?
- Is the application authorized by your Building Principal or other appropriate District Administrator?
- Did you provide the Foundation 10 copies?
- Date stamped and delivered to the BSEF mailbox in the District Office by 4 pm on March 19, 2010.

### **Ballston Spa Educational Foundation**

<http://www.ballstonspaeducationfoundation.com/>

**(518) 884-7195 ext. 1402**

*(This page for your use only – does not need to be photocopied and returned with packet)*