



BHEF GRANTS

GRANT APPLICATION

TEACHERS/PROFESSIONAL DEVELOPMENT/SPECIAL FUND

- **TEACHER GRANT** - submitted by and awarded to teaching staff.
 - Up to \$20,000 awarded annually.
 - Teacher activities and programs that are not funded by the general fund of the school district.
 - Grant must be used in a teacher's classroom.
 - Awarded once a year.

- **PROFESSIONAL DEVELOPMENT** - submitted by and awarded to staff including administrative staff.
 - Up to \$20,000 awarded annually.
 - Teacher & administrative professional development activities including training not funded by the general fund of the school district.
 - Grants may be used for Professional Development opportunities not provided by the district (i.e., conferences, seminars, continuing education college courses, etc.). Cost may not exceed \$1,500.

- **SPECIAL GRANT** - submitted by and awarded to administrator, club (newspaper club, band, arts clubs, etc.) advisors.
 - Up to \$20,000 awarded annually.
 - Typically, projects are outside of the classroom.
 - Special interest projects or district wide initiatives.
 - Field Trips connected to classroom learning activities.

Grant Notes:

1. Applications are available for online submission.
2. Deadlines (refer to website for current time frame): Allow plenty of time to complete your application and to obtain any required signatures. The BHEF is unable to accept any late submissions, no exceptions.
3. Electronic Submission: Grants submitted electronically; we will assist you with the process if required.
4. Please keep in mind that there are limited funds and that applications will be considered against other submitted grants per grant category. Areas the application will be assessed on:
 - a. Whether the request meets the grant application criteria.
 - b. Whether it relates to a new or innovation skill, technique or methodology.
 - c. If it presents a reasonable and sufficiently itemized budget request
 - d. Whether it has defined and attainable objectives



BHEF GRANTS

Application Requirements:

1. Complete the application.
2. If you receive this grant, you will be expected to share a brief summary of your experience once the project is completed.
3. Grantee is required to complete a Grant Completion Report 90 days after the program/project is completed.

Applicants will be notified within 4-6 weeks of the application deadline. Refer to BHEF website for the current time frame and deadline date if applicable.



BHEF GRANTS

GRANT Application - TEACHERS/PROFESSIONAL DEVELOPMENT/SPECIAL FUND:

1. Date of Application:
2. Name of Applicant and Job Title:
3. Schools and grades impacted by this project:
4. Applicant's Email/Phone #:
5. Project Name:
6. Requested Amount:
7. Describe the Project:
8. Student Impact (Please include grade levels as well as number of students involved):
9. How will you measure success?



BHEF GRANTS

10. Project Timeline:

11. Frequency of Use:

12. Budget? Please include an itemized list of expenses and other sources of funding if applicable.

13. If you do not receive this grant, what other funding options are available?

14. Have you ever received a grant from the Foundation in the past? Yes No

15. If yes, what was the name and date of the previous project?

16. What was the amount of the previous grant received?

Approval Statement

I have discussed this proposal with the principal(s) for the school(s) impacted by this project.

Applicant Signature and Date

Please attach other additional information as necessary. Photos or artifacts of activities funded by your grant should be emailed to info@BentonHarborEducationFoundation.com. We are always looking for success stories to fuel future grant funding.



BHEF GRANTS

GRANT COMPLETION REPORT:

TEACHERS/PROFESSIONAL DEVELOPMENT/SPECIAL FUND:

Instructions for Grant Recipients: Completion and submission of this report is a requirement of your current grant award, as well as additional requests for funding in the future. Please email your report to info@BentonHarborEducationFoundation.com.

Report Due Date: Within 3 months of award date.

Question	Please answer questions in the space below.
1. Your name and title (Please include school and grade level)	
2. Name of project and date of application Please indicate if project was a Teacher Grant or Special Fund Request	
3. Completion date of project	
4. Description of project	
5. Teacher(s) involved in the project	
6. Total number of students and grades involved	
7. Material/supplies purchased for the project	
8. Amount of grant awarded	
9. Total cost of project to date	
10. Responses of students/photos/ artifacts/ include at least one quote from a project participant	
11. Evaluation of the project – include goal for measuring success and actual measurement of success	
12. Are you available to present the project at a Foundation Board Meeting?	

Please attach other additional information, as necessary. Photos or artifacts of activities funded by your grant should be emailed to info@BentonHarborEducationFoundation.com. We are always looking for success stories to fuel future grant funding.