

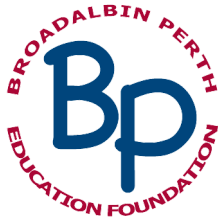
Broadalbin Perth Education Foundation  
PO Box 61  
Broadalbin, NY 12025  
Phone 518-620-6207  
[www.bpeducationfoundation.org](http://www.bpeducationfoundation.org)

## **GRANT APPLICATION GUIDELINES**

The mission of the Broadalbin Perth Education Foundation is to promote, sponsor and expand educational opportunities by building broad community support for public education. The Broadalbin Perth Education Foundation (BPEF) encourages grant applications that further this mission. The following is a general guideline of the type of projects that the BPEF would support.

### **General Guidelines.....**

- Project must benefit the Broadalbin-Perth Communities.
- Grant applications must have the approval of the District or Building Administrator if they involve District staff or facilities.
- No funds should be requested for projects that are traditionally funded through the district's budget. Grant funds should supplement, not supplant, state and local funds.
- All grant applications must be submitted in a typewritten, word-processed, or neatly printed format. Electronic submission is encouraged.
- Letters of support for your application are strongly recommended, especially from those who may be impacted in some way. An email to [info@bpeducationfoundation.org](mailto:info@bpeducationfoundation.org) in cases of electronic submission.
- Do not request funds for T-shirts, mugs, pins, refreshments, individual student activities, or staff salaries.
- Student generated applications must be accompanied by at least one professional staff member's agreement to supervise the funding for, implementation of and evaluation of the project. Staff members who will be impacted by the project must sign a letter of support.
- Applicants who were not previously funded may resubmit their requests for funding in a future cycle.
- Prior recipients may re-apply for new projects or for continuation of existing projects.
- If your application is selected for consideration you may be invited to attend a meeting to further discuss your proposal with members of the foundation.
- If you accept funding for a project, you will be expected to provide the Foundation with a written and/or oral interim report six months after funding is received and a final report within six months of project completion.
- In support of the evaluative report, photos, letters and other documentation are not required, but appreciated.
- You are most welcome to present your report to the Foundation in person.



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- Recipients are required to spend their grant money within one year of the date funds are awarded.

**Who is eligible.....**

- Those who present a project that will benefit the Broadalbin-Perth Communities.

**Not eligible.....**

- Snacks or food to be served during the project.
- Teacher stipends to enable participation in the project unless the program requires a significant time commitment outside of normal school hours.
- Foundations or endowments.
- Political, government or religious campaign funding.
- Venture capital for competitive profit making activities.
- Capital campaigns.
- Advertisements in programs, journals, or other publications.

**Consideration will be given for proposals that.....**

- Creatively enhance the learning process of students.
- Are innovative.
- Provide enrichment activities.
- Include a well-articulated budget and good evaluation methodology.

**Factors that will affect grant decisions.....**

- The extent that innovative efforts build upon existing resources and services.
- Clarity of project goals and objectives.
- Capability of the organization and its personnel to achieve the desired results.
- Community support for the proposed project.
- Ability to secure future funding to continue the project after the grant period.
- Annual fundraising drives.
- Loans or assistance to individuals.
- Scholarship or fellowship programs.