



MONROE #1 BOCES EDUCATIONAL FOUNDATION, INC.

41 O'CONNOR ROAD
FAIRPORT, NEW YORK 14450

GRANT PROGRAM APPLICATION

Grant Review Criteria

Grant proposals presented to the Monroe #1 BOCES Educational Foundation will be evaluated based on the following criteria:

- A. The intent of the Monroe #1 BOCES Educational Foundation Grant Program is to provide funding for projects or activities not normally funded through the regular school budget process.
- B. Grants will be awarded upon approval by the Foundation Board. Each grant proposal must state the number of students that will be impacted by the proposed project.
- C. Proposals should align closely with stated district academic outcomes and New York State standards.
- D. Grants will not cover human resources. (i.e., payment for any staff labor time to support a project)
- E. Proposals must include a plan to provide documentation that the project, as implemented, has achieved its purpose. A summary including student testimonials, (when appropriate), photographs illustrating key aspects of the project, (if possible) and what was learned in the implementation process should also be part of the evaluation.

Grant Submission Process

- A. Applicant completes grant application and reviews with Principal/Supervisor.
- B. Principal/Supervisor must submit the completed application electronically to Beverly Hooper at Beverly_Hooper@boces.monroe.edu. Forms may be scanned and emailed.
- C. If the grant application is approved, a Board grant manager will be assigned to follow up on your project. **Please follow the steps below so you may use the funds for your project:**

Elizabeth Hartley in the Business Office will be able to answer any of your questions about the original expenditures of BOCES funds through a purchase order or other processes. **Please make sure you indicate the name of the grant on the purchase order and that these funds will need to be reimbursed by the Foundation.** You or your staff should schedule a meeting with her if you need any clarification. Note: that the tax-exempt status will remove the need to pay taxes for this.

- 1. Receipts need to be submitted to the Business Office and the Business Office will prepare an invoice for the Foundation.
- 2. The Foundation will then submit a check to reimburse our BOCES Business Office

Grant Evaluation

Upon completion of your project, a summary illustrating key aspects of the project. (i.e., student testimonials, photographs (when appropriate)) and what was learned in the implementation process will need to be sent to the Board grant manager.



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GRANT PROPOSAL FORM

Please print if filling out by hand.

Grant Proposal Title: _____

Name of Applicant (Title) _____

School/Program/Department: _____ Date: _____

Telephone: (School) _____ Email _____

Signature of Applicant

Date

I (we) have read this application and will support its implementation.

Print name of Principal/Supervisor

Date

Signature of Principal/Supervisor
(if more than one School/Department)

Date

PROPOSALS WILL NOT BE ACCEPTED WITHOUT PRINCIPAL'S/SUPERVISOR'S NAME(S) AND ALL REQUIRED DOCUMENTATION.



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GRANT PROPOSAL FORM

Grant Proposal Title: _____

Date(s) of Project: _____

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- Grade(s): _____
 - Content Area(s) of Project: _____
 - Indicate the number of students directly involved in this project: _____

If applicable, describe your team:

1. Clearly describe your project plan.

2. Include a timeline for completion.

3. Outline the goals/objectives.

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4. Indicate how this will impact your class/school.
5. What evidence will you provide that will indicate this was successful?
6. Budget (attach additional details if necessary)