

## GRANT APPLICATION INFORMATION

<u>2011-2012 Application Deadlines</u>	<u>Foundation Meeting &amp; App Review Dates</u>
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October 24	November 7
December 19	January 9
January 23	February 6
February 20	March 5
March 14	April 2
April 23	May 7

**PLEASE BE AWARE THAT THE FUNDS MUST BE FOR A PURPOSE THAT SATISFIES THE MISSION STATEMENT OF THE BTW FOUNDATION, as follows:**

*“The mission of the Booker T. Washington Foundation for Excellence is to enhance all aspects of academic endeavors for the students, faculty and administration at Booker T. Washington High School through grant making, fundraising and human resource support.”*

❖ **PROJECT DETAILS**

- Please describe the project, including a timeline, and attach any relevant documents.
- What are the academic goals of the project?
- How many students will benefit immediately from this project?
- Will the project benefit future BTW students?
- Are there other long-term benefits for the BTW community?
- Are there similar programs or activities at BTW?
- If equipment is being purchased, what is the expected life of the equipment and what safeguards will be used to protect the equipment?

❖ **FINANCIAL INFORMATION**

- What is the total cost for the project? Please supply a detailed budget including vendor bids, shipping and handling costs, etc.
- What is the per-participant cost of the project? For example, for teacher development trips, there may be economies of scale such as sharing a car or hotel room, etc.
- In an effort to get the most competitive bids for your supplies, is other funding available such as TPS District funds, student fees, etc.?
- Please be advised that the Foundation may require the applicant to obtain matching funds or other alternate sources of funding, particularly for competitions, field and exchange trips and other extracurricular activities.

- ❖ **DEPARTMENT CHAIR'S AND PRINCIPAL'S SIGNATURES AND ALL APPLICATION MATERIALS MUST BE COMPLETED ONLINE OR WITH A COPY IN THE FOUNDATION BOX BY THE DEADLINE INDICATED ABOVE. BECAUSE GRANT APPLICATIONS WILL BE REVIEWED MONTHLY THIS YEAR, THESE DEADLINES WILL NOT BE EXTENDED EXCEPT IN CASES OF UNFORESEEABLE EMERGENCY.**
- ❖ Please have approved funding from the Foundation in place prior to agreeing to any non-refundable obligations for the use of the funds. We rarely approve reimbursements.
- ❖ A few days after submission of an application, a member of the Foundation Board will contact you with any questions or additional information that the Board may require in order to consider the application at the next Board meeting. Board meetings are held on the first Monday of each month. The failure to provide additional information responsive to our request will result in the application being deferred until the information is provided.

#### **FOLLOW-UP CHECK LIST**

- ❖ Applicants will be notified by email within 48 hours after the Foundation Board meets.
- ❖ This will be followed by an official letter from the Foundation.
- ❖ If a grant is approved, applicants must submit an itemized invoice/receipt with the Foundation's Check Requisition for Grant Payment Form (in the Foundation mailbox). Please allow 14 working days for a check to be issued.
- ❖ Funds for grants that were approved in the 2010-2011 school year must be requested BEFORE 12/15/11 or the grant will be revoked unless special circumstances warrant other arrangements.
- ❖ The Foundation requires a written report summarizing the impact of the project. Statements need not be long but should state if the goals of the grant were met. A form entitled "Evaluation of Use of BTW Foundation Grant Funds" is available on the Foundation website and in the school office. Past practices notwithstanding, the Foundation WILL NOT CONSIDER subsequent applications from you until this information has been provided. In lieu of such a report, if you would like to make a brief presentation to the Foundation regarding the success of your project or the impact that the funding had on BTW students, please do not hesitate to contact Valerie DeMarco, at [valerie.demarco@sbcglobal.net](mailto:valerie.demarco@sbcglobal.net) or Linda Morrissey at [lindamorrissey@me.com](mailto:lindamorrissey@me.com).

**GRANT #** \_\_\_\_\_  
**2011-2012 Academic Year**  
**(Office use only)**

**GRANT APPLICATION**

**PLEASE BE AWARE THAT THE FUNDS MUST BE FOR A PURPOSE THAT SATISFIES THE MISSION STATEMENT OF THE BTW FOUNDATION, as follows:**

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**PROJECT TITLE:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**TOTAL AMOUNT REQUESTED:** \_\_\_\_\_

*I understand that if this proposal is approved I will be responsible for providing the following to the Foundation:*

- *Detailed expenditure documentation such as receipts, invoices, etc.*
- *A written summary of the completed project including details such as the impact of the project on students, professional development, etc., within 30 days after the project is complete. Please use the “Evaluation of Use of BTW Foundation Grant Funds” form.*
- *If applicable, written confirmation that any tangible assets purchased with Foundation funds have been catalogued in the school’s inventory.*

*I further understand that no future grant applications from me will be considered until I have provided this information.*

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Department Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**