

**E-Form Version (05/21/2020)**

*Save this file under a name of your choosing. Please use your “Tab” key to advance through the fields in this document. Special instructions for the E-form are noted in* ***red*** *text.*

*When ready for submission, please save this file as a PDF document and email to BEF@brownsburg.k12.in.us.*

***2020 BEF InCredible Award Application***

***General Information***

*The Brownsburg Education Foundation is seeking applications from BCSC teachers and staff for innovative and creative educational projects for the 2020-2021 school year.* ***There is no limit to the amount of funding that may be requested.*** *Educational projects or activities proposed should align with Indiana State Standards and/or your school’s School Improvement Plan and must align with current curriculum. All award notifications will be made in September. A Final Report on the project or activity must be submitted to the Foundation by March 1, 2021, or within 30 days of your project’s completion.*

***Grant Applications will include the following components: Application Cover Sheet, Narrative, and Project Budget.***

**Completed grant applications should be submitted to Central Office, ATTN: Brownsburg Education Foundation no later than midnight on August 15, 2020 to be considered for funding.**

**\* BEF does not fund adaptive furniture to individuals or classrooms. BEF will only fund these requests through the physical therapists and occupational therapists of BCSC.\***

***Please Note***

1. Each application must be an original document prepared by the applicant. Copied documents or work that is not original will result in rejection of the proposal.
2. If the Application Cover Sheet includes the names of two or more people who are combining efforts on one project, one name must be identified as the “Primary Contact.” BEF will coordinate all communications and reimbursements with the Primary Contact. This person will be responsible for communicating with the remaining individuals involved in the project.
3. Each original application must include completed declarations on the Application Cover Sheet. If declarations are incomplete, the application will not be considered for funding.
4. All grants awarded are one-time awards and should not be considered as establishing a precedent for annual support.
5. If funded, a final report template will be available to you. The final report should be submitted no later than March 1, 2021 or 30 days after the completion of your grant.
6. In the event that an award is made and a recipient changes grades or school buildings within BCSC, recipient must contact BEF and request a change for any use of funds if recipient wants to carry funds to the new position.
7. In the event that you do not return to a position within the Brownsburg Community School Corporation during the 2020-2021 school year, any awarded funds must be reimbursed to the Foundation.

*For more information or answers to questions, please contact Rene Behrend, Executive Director, in the BEF Office:* *rbehrend@brownsburg.k12.in.us* *or 317.852.1056.*

BEF Use

**Application Cover Sheet**

E-form Notes: 1) This E-form may be completed by using the “Tab” key to advance through the fields. 2) Notes in red throughout the document relate to specific E-form instructions.

Applicant/Primary Contact**: Click or tap here to enter text.** Phone Ext: **Click or tap here to enter text.**

\*Co-Applicant(s):  **Click or tap here to enter text.**

(*Names of others who are combining efforts with the Primary Contact on one project)*

Building: **Click or tap here to enter text.**

Subject (i.e. language arts, math, cross-curricular): **Click or tap here to enter text.**

Grade Level: **Click or tap here to enter text.**

Primary Contact e-mail address: **Click or tap here to enter text.**

Proposed project or activity name: **Click or tap here to enter text.**

Amount Requested:**$0.00** *(This amount will be automatically filled in with total value described below)*

The primary contact must agree with each of the following declarations prior to submitting the award application to the Brownsburg Education Foundation (To complete the declaration boxes, please click on each box):

[ ]  I am submitting this award application to request funds for a project that will promote and encourage innovation, creativity, and excellence in the Brownsburg Community School environment

[ ]  If there are co-applicants included above, I have collaborated with them on the project plan and funding request

[ ]  I have reviewed this project proposal with my building/department administrator and received his/her approval to submit it for funding

**InCredible Award Application**

BEF Use

***The following information MUST be submitted. Any data omission will jeopardize your proposal.***

Name of Project: **Click or tap here to enter text.**

Amount Requested: **$0.00** *(This amount will be automatically filled in with total value described below)*

Subject: **Click or tap here to enter text.**

Number of students benefiting from project: **Click or tap here to enter text.**

1. ***Application Narrative*** – Please address the following in your project application:
2. **Impact Statement –** One sentence summarizing how this grant, if awarded, will positively impact the students of Brownsburg Community Schools.
3. **Need** – In a few sentences, demonstrate the need and the target population for the project you are proposing.
4. **Project Activity** – Describe the project/activity that you propose to execute, how many students will be impacted, and who will be involved in the implementation. Include how your project reflects the BEF values of creativity, innovation and excellence for all Brownsburg Schools.
5. **Measuring Outcomes** – How will you determine if your project is successful? Briefly describe what strategies you will use to measure impact on the proposed population.
6. **Replicability** – Describe how your project will support the BCSC philosophy of “similar to identical” across schools.

**Click or tap here to enter text.**

1. ***Project Budget*** – List and attach itemized costs of all items including supplies, software, equipment, services shipping costs and materials required to execute this project. *(The BEF does not fund food for events, travel expenses and adaptive furniture.)* To enter budget information, click on the “Materials/Supplies Needed”, then use the Tab key to advance to each field.

***\*VERY IMPORTANT – Please be sure to investigate shipping on your items and include that as an expense, if applicable.\****

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| **1. Materials/Supplies Needed** *(Be specific and include as much detail as possible. For equipment, including or attaching a picture to your application is sometimes helpful to promote understanding of need).* | **Est. Cost** |
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|  **Material Expense Sub-Total** | **$0.00** |

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| **2. Other Related Expenses:** | **Est. Cost** |
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|  **Other Expense Sub-Total** | **$0.00** |

**3. TOTAL PROJECT COST: $0.00** (this amount is automatically calculated)

1. If the grant award does not cover the complete cost of the project, how will the balance be funded?

 **Click or tap here to enter text.**

1. Are the funds requested for one-time supplies or a program/project that will require sustaining funds to continue? [ ]  One-time funding [ ]  Would require sustaining funding
2. I’ve discussed this with the coinciding grades/schools to ensure equal exposure to children across the board. [ ]  Yes [ ]  No [ ]  Not Applicable
3. I’ve discussed this with my building/department administrator and received approval. [ ]  Yes [ ]  No

**WHEN GRANT APPLICATION IS COMPLETE AND HAS BEEN APPROVED BY YOUR BUILDING/DEPARTMENT ADMINISTRATOR, PLEASE SAVE AS A PDF FILE IF SUBMITTING ELECTRONICALLY AND EMAIL TO** **BEF@BROWNSBURG.K12.IN.US****.**

**GRANT APPLICATION DUE BY MIDNIGHT ON AUGUST 15, 2020.**