



January 2024

Dear Partner in Education:

The Ballston Spa Educational Foundation was formed to raise, manage, and distribute financial and non-financial resources for educational enrichment. We are proud to say that over the past 24 years, we have granted nearly half a million dollars to the teachers and faculty of the Ballston Spa Central School District to enrich the educational developments of their students. We are beginning our annual grant cycle and encourage you to apply. Funds from this grant cycle will be available in April 2024, with enough time to utilize them during the current school year.

You are invited to apply for funds by completing an application form available on our website at: www.bspaedfoundation.com.

Priorities will be given to projects that address the Foundation's mission and are educationally enriching, innovative, creative and include a plan for continuation beyond Foundation support. If you have previously applied for a grant and it was not approved, you may re-submit the proposal, or a new version of the proposal, for this review cycle.

Please send an electronic copy of your application to us at the following email address: **bspaedfoundation@gmail.com**. Your application and any supplementary information should be received by no later than Friday, February 2, 2024.

Remember, your Principal **must** either: (a) sign the actual application; OR (b) email me directly using his/her BSCSD email account indicating that the application had been reviewed and approved for submission.

For more information on the application for funding, contact Stuart Williams in the Office of Community Relations at (518) 884-7195 ext. 1305, Cheryl Garrant at (518) 225-0525 or David Lotto at (315) 794-1134. We encourage you to take advantage of this unique opportunity. Good luck with your application!

Sincerely,

Handwritten signature of Cheryl Garrant in black ink.

Cheryl Garrant, Co-Chair
Ballston Spa Education Foundation

Handwritten signature of David Lotto in black ink.

David Lotto, Chair
BSEF - Grant Committee

Ballston Spa Educational Foundation

Guidelines for Submission of Grant Applications

1. Applicants must be employees of the Ballston Spa Central School District or organizations officially affiliated with the Ballston Spa Central School District.
2. All applications must be received by email on or before Friday, February 2, 2024.
3. All applications must be submitted in a typed or computer generated format. (**Applications are available on our the BSEF website: www.bspaedfoundation.com**)
4. All applications must be signed and authorized by the building principal or appropriate administrator.
5. Prior applicants who were not previously funded are encouraged to revise and resubmit their requests for funding.
6. Prior recipients of Foundation funding may only apply for new projects, not for the continuation of existing projects.

Favorable consideration will be given to proposals that:

- address the Foundation's mission and are clearly for educational enrichment
- benefit a large number of students
- are innovative, creative and new
- include a good plan for continuation beyond the Foundation's support

The Foundation looks less favorably on proposals that:

- are used to fund existing programs
- are one-time expenditures with limited future impact
- are for personnel/substitute costs

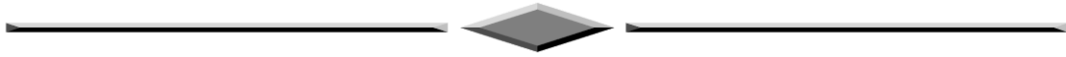
If selected as a finalist for consideration of Foundation funding, you will be asked to attend a meeting to further discuss your proposal with members of the Foundation.

- ★ **If your proposal is funded this spring, the Foundation now requires a written evaluation and attendance at a meeting in the fall of 2024 to discuss the implementation and effectiveness of your grant (*your opportunity to brag about it!*).**

TIMELINE GRANT CYCLE

- * Applications will be available on the BSEF website in January 2024.
- * Grant requests must be emailed by Friday, February 2, 2024.
- * Funds will be available in April 2024.
- * Meeting to brag about your grant in the Fall of 2024.

Ballston Spa Educational Foundation
Annual 2023-2024
Grant Application
(Please type and submit electronically)



Mission Statement: The Ballston Spa Educational Foundation, a volunteer, not-for-profit organization, supports the mission of the Ballston Spa Central School District by raising and distributing resources for educational enrichment outside the realm of the daily operational needs of the district.

School/ Office/ Dept. originating request:

Contact Person requesting funds:

Position held within District:

Telephone:

Email Address:

Amount of grant funds requested: \$

Have you previously received funds from the Ballston Spa Education Foundation?

yes: _____ no: _____

*Are you actively participating in payroll deductions benefiting the Ballston Spa Education Foundation? *(this question has no impact on receiving funds, it is for survey purposes only)*

Yes: _____ **No:** _____ **I would be interested in learning more:** _____

Authorization: *I have reviewed this grant application and support its submission to the Ballston Spa Educational Foundation. Funding for this proposal is not currently available through the District.*

Signature of individual applying for Grant

Date

Signature of Principal/Administrator

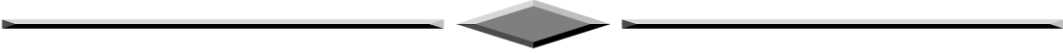
Date

Please describe your proposal below:

What are the funds being sought for?

What group of students will benefit from these funds?

How many students will be impacted by these funds?



Use bullet points where possible to focus on key items, and narrative if needed for further clarification. Please attach any copies of brochures, or other information on any items requested, or include websites that provide additional information.

- 1. Needs Assessment:** State the specific need for this proposal, and how it meets the Foundation's goal of educational enrichment. By enrichment we mean items that are above and beyond the traditional educational experience. (*The icing on the cake and not the cake*). Please explain: (a) how your proposal meets the educational enrichment criterion; and (b) how it will benefit students; (c) how the proposed resource will be used; and (d) who will be allowed to use it.

Be sure to answer as thoroughly as possible

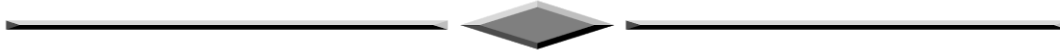
- 2. The Foundation was formed to distribute funds for educational enrichment outside the realm of daily operational needs of the district.** Please explain why your proposal is not funded through the Ballston Spa Central School District's operating budget.

3. Benefits: Describe the students who will be impacted by these funds.

4. Evaluation: Indicate exactly how the success of this proposal will be measured. *Please note that if your proposal is funded, you are required to report the results to the Educational Foundation.* Please include quantitative (number of students) and qualitative (change in knowledge, attitude, behavior, etc.) methods.

5. Continuation: What efforts will be taken to continue the project or program after the grant funds are expended. Please describe if and how this program will continue with or without continued grant funding. If this program is a one-time project, please identify any residual impact on the students involved.

Ballston Spa Educational Foundation Proposed Budget



*Please include your specific grant budget in the box below. Attach documentation to support budget (examples: quote from company, pricing from internet, etc.)

Expense Categories	Amount Requested From Foundation	Funding From Other Sources (e.g. matching corporate grants)	Total
Fees and Services			
Supplies and Materials			
Equipment			
Other (Describe): _____ _____ _____ _____			
Totals			

Ballston Spa Educational Foundation

Grant Application Final Checklist

- ❑ Is the Foundation's mission adequately addressed in your proposal?
- ❑ Did you go to the Foundation's website (below) and review its mission?
- ❑ Is the application typed or computer generated?
- ❑ Did you attach adequate secondary information including, but not limited to, brochures, pictures, website address, etc.?
- ❑ Is the application authorized by your Building Principal or other appropriate District Administrator?
- ❑ Did you scan the signed application and send it as a .pdf attachment; OR did you send the completed application as a Word document and request the reviewing principal email the grant chair with written approval?
- ❑ Was the BSEF Form Application and secondary information emailed by 5 pm on Friday, February 2, 2024?

Ballston Spa Educational Foundation

<http://www.bsppedfoundation.com/>