



March 2022

Dear Partner in Education:

The Ballston Spa Education Foundation was formed to raise, manage, and distribute financial and non-financial resources for education enrichment. We are proud to say that over the past **25 years**, we have granted nearly half a million dollars to the teachers and faculty of the Ballston Spa Central School District to enrich the education of their students. We are beginning our Spring 2022 grant cycle and encourage you to apply. Funds from this grant cycle will be available for use in the 2022-23 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, April 29, 2022.

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 Resources at 884-7195 ext. 1305, Holly Barker-Flynn at hbarker@albany.edu or Cheryl Garrant at cgarrant77@gmail.com. We encourage you to take advantage of this unique opportunity. Good luck with your application!

Sincerely,

A handwritten signature in black ink that reads "Holly Barker-Flynn".

Holly Barker-Flynn
Ballston Spa Education Foundation, Chair

A handwritten signature in black ink that reads "Cheryl Garrant".

Cheryl Garrant
Ballston Spa Education Foundation,
Vice-Chair

Ballston Spa Education 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, April 29, 2022.
3. All applications must be submitted in a typed or computer generated format. **(Applications are available in on our the BSEF website: www.bsppedfoundation.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 education 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 may be asked to attend a meeting to further discuss your proposal with members of the Foundation.

If your proposal is funded, the Foundation will require a written evaluation of the effectiveness of the grant proposal funded in a timely manner, but no later than one year after the official announcement of the grant.

TIMELINE GRANT CYCLE

- * Applications will be available on the BSEF website in March 2022.
- * Grant requests must be emailed by Friday, April 29, 2022.
- * Funds will be available for the 2022-23 school year.

Ballston Spa Education Foundation

Spring 2022

Grant Application

(Must be typed or computer generated)

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

School/ Office/ Dept. originating request:

Contact Person:

Date:

Position:

Telephone:

Email Address

Amount of grant funds requested: \$

Date when funds are needed:

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

Signature of Principal or appropriate Administrator

Date

Please describe your proposal below:

Please use this space to give us a brief but, specific overview of the proposal.

What are the funds being sought for?

Who will benefit?

What is the impact to students?

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 education enrichment. By enrichment we mean items that are above and beyond the traditional education experience. (The icing on the cake and not the cake). Please explain: (a) how your proposal meets the education 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 all four required parts.
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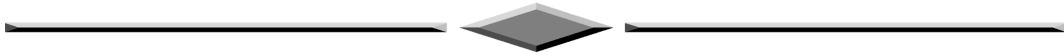
2. The Foundation was formed to distribute resources for education enrichment outside the realm of daily operational needs of the district. Please explain why your proposal cannot be funded through the Ballston Spa Central School District's operating budget. Please explain why this item or program was not requisitioned through your school or department's yearly operating budget.

3. Benefits: Describe the projected number of students who will be impacted.

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 Education Foundation. Please include quantitative (number of students) and qualitative (change in knowledge, attitude, behavior, etc.) methods.

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

Ballston Spa Education 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 Education 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, April 29, 2022?

Ballston Spa Education Foundation
<http://www.bsppedfoundation.com/>