

## Grant Application Guidelines

The **Beachwood Schools Foundation (BSF)** “Foundation” is a tax-exempt 501(c)(3) organization dedicated to supporting Beachwood students. The Foundation’s mission is to raise, manage and steward funds and other resources to directly support programs for the benefit of Beachwood City school students. The Foundation welcomes requests for funding from Beachwood School students, teachers, departments and administrators to award grants to support projects that fall under areas of interest.

To apply for a grant or request funding from the Foundation, the first step is to submit a Letter of Inquiry. If the Foundation is interested in learning more about your funding request, it will ask you to submit a Grant Proposal using the template provided by the Foundation.

If the Foundation awards you a grant, you will be asked to evaluate the funded program after its completion and submit the Evaluation Report Form to the Foundation. The submission deadline is 30 days after completion of the program unless the Foundation grants an extension (to be requested in advance of filing date). Failure to timely submit the evaluation will affect consideration of future funding.

To be considered for a grant from the Foundation, an applicant must comply with the following grant application procedure:

### Areas of Interest

The Foundation gives priority to grant applications for programs in the following areas:

- Academic or Extracurricular opportunities for students
- Fine and performing arts
- Principal/teacher development
- Lectureship

Priority may be given to grant applications for programs that involve multiple concentrated and focused learning opportunities for students and that have a lasting impact on students, rather than “exposure” programs that might serve a large number of students but have little or no lasting impact.

The Foundation seeks opportunities to use its grant funds to leverage support from other sources. Therefore, the Foundation will give priority to applications that intend to use the Foundation’s grant funds as matching funds.

The Foundation will not consider an application for a grant under \$ 1,000. However, the Foundation will provide discretionary support throughout the year. See subsequent section.

## Deadlines

The Foundation has two funding cycles with deadlines as follows:

Cycle	Letter of Inquiry deadline	Invitation to Submit Proposal	Grant Proposal Deadline	Awards Made	Report Due
Fall Semester Project	Jan. 15	Feb. 1	March 1	April 15	Dec. 15
Spring Semester Project	Sept. 15	Oct. 1	Nov. 1	Dec. 15	May 1

Letters of Inquiry and Grant Proposals must be received by the Foundation by no later than 5:00 p.m. on stated dates by email to [Foundation@beachwoodschoools.org](mailto:Foundation@beachwoodschoools.org). If deadline date falls on a weekend, the deadline will automatically be extended to the subsequent Monday.

## Discretionary Funding

For smaller projects (under \$1,000) that may or may not fall within the Foundation's key funding areas, grant seekers may submit a one page request, following the Letter of Inquiry format, at any time. Such requests will be reviewed at the nearest board meeting. Applicants will be informed of the board's decision within one week of the date reviewed.

## Letter of Inquiry

The applicant must submit a signed Letter of Inquiry. The Letter of Inquiry must contain the following information:

- (a) exact name of the applicant/organization,
- (b) [Name of Organization President or Committee Chair and contact information (email address and cell phone)]
- (c) name, title and contact information (email address and cell phone number) of a contact person if different from the above
- (d) dollar amount of the request,
- (e) brief description of the program to be funded by the grant and the persons to be impacted (up to 500 words).

All Letters of Inquiry must be signed by the following:

- 1) Subject Coordinator, Grade Level Team Leader, Coach or Advisor, and
- 2) School Principal and
- 3) Superintendent of Schools

Please plan accordingly so that all signers have time to read the request before its due date.

Letters of Inquiry should be submitted to the Foundation as an attachment to an email to [foundation@beachwoodschoools.org](mailto:foundation@beachwoodschoools.org)

## **Grant Proposal**

If the Foundation is interested in receiving more information from the applicant, it will send an email to the applicant requesting that the applicant submit a grant proposal. The applicant must complete and submit the proposal to the Foundation according to the stated grant submission deadlines, using the appropriate Grant Proposal Form.

If the Foundation awards a grant to the applicant, the applicant shall be required to enter into a grant agreement with the Foundation setting out the terms and conditions of the grant, including reporting requirements.

Please ensure that you have completed all sections of this form and submitted all information requested. Incomplete forms will not be reviewed. This form must be submitted by email to:

The Foundation will not consider a Grant Proposal Form and attachments unless they are submitted by email to [foundation@beachwoodschoools.org](mailto:foundation@beachwoodschoools.org)

