

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

Grant Proposal Application

Date:

Applicant Information (leave blank if N/A)

Name of School:

Name of Department, Club or Program:

Grant Amount Requested:

Project Name/Brief Activity description:

Identify which category the request falls under:

Contact Information

Contact Name:

Contact Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone #:

Fax#:

Email Address:

Project/Program/Activity Information [Not to exceed 4 typed pages, excluding budget]

1. Describe the program to be funded by the grant. Include the following:
 - a) Program location(s)
 - b) The need(s) that will be addressed by the program
 - c) The number of students (identified by grade levels) who will benefit from the program, and how those students will benefit from the program
 - d) Goals/outcomes/outputs of the program
 - e) Staffing (including consultants and volunteers)
 - f) Timeline (including project start and end date)
 - g) If the program involves collaboration, provide information about the collaboration and the other parties involved in the collaboration. Please also submit copies of all

existing or proposed collaboration agreements.

2. Describe in detail how the program will be evaluated, including evaluation tools.
3. If the applicant intends to continue the program after expenditure of the BSF grant, please provide information about future sustainability.
4. Provide a detailed, one-page, line item budget for the project, showing funding sources for all line items.

The undersigned hereby certifies on behalf of the applicant that the information contained in and submitted with this Grant Proposal Form is accurate and complete and that all administrative approvals required for the program have been granted.

Name:

Title:

Signature:

Date:

Administrator Signature:

Date:

NOTE: All Grant Proposal Forms must be signed by the Schools Superintendent

**BEACHWOOD SCHOOLS FOUNDATION—PROJECT FINAL REPORT
FORM**



Grant Code Number/Grant Project Name:

Grant Amount:

Date Awarded:

Date of Report:

Name of Awardee

Address

Contact Person's Name

Contact Person's Phone Number

Contact Person's E-mail

Number of Students Served by the Project

Number of Adults Served by the Project (if applicable)

Narrative Section:

1. What were you able to achieve as a result of the grant? [If the project was successful, please provide evidence that the project had the intended impact.] Please describe successes and outcomes.
2. How were the grant funds used to enable these accomplishments?
3. The Foundation recognizes that circumstances can change, possibly affecting project implementation and intended outcome. What, if any, difficulties, challenges and or limitations were encountered? What refinements were made to overcome unforeseen obstacles?
4. What were the most challenging aspects of the project?
5. Based on your experience, what might you have been done differently, if you had the chance?
6. Please describe any post-grant plans for your project/activity?
7. What plans have been made for financial sustainability should the Foundation not fund the project for a subsequent year?
8. If project is to be continued, what would you like to pursue to continue or augment the impact of this activity?

Financial Section:

1. Were all of the grant funds expended? Were funds spent as intended? If no, please explain and note if any grant funds remain.
2. Please provide a budget showing final expenses and income for the project.

The undersigned hereby certifies on behalf of the grantee that the information contained in and submitted with this Grant Proposal Report is accurate and complete.

Name:

Title:

Signature:

Date: