



# The Beverly Education Foundation

2022-2023

## GRANTS PROGRAM GUIDELINES

P.O. Box 407 Beverly, MA 01915

[www.bevedfoundation.org](http://www.bevedfoundation.org)  
[info@bevedfoundation.org](mailto:info@bevedfoundation.org)

### General Information

#### I. Grants Policies

1. To award grants *once a year* in the spring, for initiatives for the following academic calendar year which are aligned with and enhance and enrich the curriculum;
2. To encourage and support collaborative efforts among teachers, administrators, parents, and community organizations;
3. To maintain a focus on innovation while linking the grants to system-wide goals;
4. To support major grants that impact a significant number of students;
5. To support grants that demonstrate the potential to impact students, educators, and the community beyond its initial scope for lasting benefit;
6. To support grants which include a feasible plan for establishing a secondary pool of beneficiaries and re-use of materials and equipment purchased within the grant; and
7. To provide feedback to grant applicants through the **BEVERLY EDUCATION FOUNDATION's** grants review process.

#### II. Grants Application Procedures

Applicants are required to submit a 200-word (or less) “**Executive Summary**” for a grant proposal idea. Grant proposals should include the following information:

- a. A brief description of the project;
- b. The ultimate goal and objectives of the project and relevant activities;
- c. Demonstration of how this project is innovative and/or collaborative (does it affect multi-grades/partner with other Beverly schools or organizations);
- d. The estimated number of students involved; and
- e. Project budget (estimate should include costs for equipment, supplies, consumables, books, etc.).
- f. Recommended request range for grant funding is: **\$500-\$1,000.**

**Grant applications MUST BE UPLOADED via the link on the website no later than 5 PM on Friday, March 11, 2022. No paper application accepted.**

The BEVERLY EDUCATION FOUNDATION (BEF) will announce the Grant Awards in June 2021 at a Beverly School Committee Meeting. Grant awardees will be notified of their funding in advance and alerted about the school committee meeting date and time.

### **III. Grant Proposal Considerations**

Proposals are encouraged which demonstrate innovation<sup>1</sup>, are collaborative<sup>2</sup>, have a potentially broad impact<sup>3</sup> upon the school system, include a plan for establishing a secondary pool of beneficiaries and the re-use of materials and equipment purchased within the grant<sup>4</sup> and support the goals and on-going priorities of the Beverly Public School system.

Equal consideration is given to proposals that are designed for an individual classroom or program. All proposals should promote rigor, provide challenge for all students, and enrich students' academic growth. The replicability of a proposal, whether collaborative or individual, is also considered.

1

**Innovation:** change, expansion, adaptation, enhancement, improvement, challenge, risk, or a new technique that is supported in the literature.

2

**Collaboration:** working together in a joint effort. This can be among and/or between schools, departments, classes, disciplines. Any combination of parents, students, faculty, administration, and community groups may collaborate. However, at least one representative from the faculty must be involved in every collaborative proposal. For example:

- Special Education and classroom teachers
- School Improvement Councils and a teacher
- Two or more teachers at different grade levels
- Parents and teachers
- Specialists and classroom teachers
- Students and teachers

3

**Broad Impact:** proposals that will impact a significant number of students, educators, and the community beyond its initial scope and over an extended time. Proposals are encouraged which support the goal of establishing collegial cross school and cross grade projects or which assist in transitional issues from elementary to middle school, or middle school to high school.

4

**Proposals** should include a feasible plan for establishing a secondary pool of beneficiaries (for example, a plan to educate other teachers about learning made possible by the purchase; to bring the benefits to other schools, teachers or the broader community; and to lend or share material and equipment purchased within the grant.

#### **IV. Grant Proposal Ideas**

The following suggested topics are not meant to preclude other ideas, but are encouraged by the Beverly Public Schools. Proposals are encouraged which address enhanced content, creativity, and excitement across all curricula programs in Beverly Public Schools. BEF will support the innovative and creative ideas of our teachers and parents that enhance teaching and learning in a 21<sup>st</sup> century global environment.

- 1) **Civics and history** (proposals which specifically generate greater awareness of federal, state, and local government and history providing insight into American life, national identity, racism, injustice, inequality for people of color, and cultural expression);
- 2) **Literacy**, oral and written presentation of research, findings and conclusions at the K-5 level and middle school level (proposals which support reading, writing, and literacy);
- 3) **Professional development for teachers** to improve social and emotional knowledge and awareness of students, to discuss race and inclusion in our schools, to support students and school community members of color, to enhance skills, and boost enthusiasm of teaching (proposals which develop new strategies of teaching targeting anxious and reluctant learners and which promote educational leadership, growth, and renewal for teachers and students);
- 4) **Digital literacy and use of technology** to enhance and enrich learning in all grades; Director of Technology must approve the proposal before being submitted;
- 5) **Science, technology, engineering, arts, and mathematics**, particularly in its application to everyday life; and
- 6) **Fluency in required Mass Curriculum Frameworks, Common Core**, and effective study skills at all levels and grades for all students to close the achievement gap.

#### **V. Grant Awards**

All funding of Teacher Grant Proposals is subject to availability of funds. **The Beverly Education Foundation** reserves the right to partially fund proposals in some cases should it deem it to be appropriate.

#### **VI. 2021-2022 Grant Submission Deadline and Award Announcements**

- Friday, March 11, 2022: Grant Application Submission Deadline. Please click on the link to fill in your grant application and upload it no later than 5pm Friday, March 12, 2021.
- June 2022: Grant Awards Announced at the Beverly School Committee Meeting
- Grants awarded are for the 2022-2023 school year.

## **VII. Grant Proposal Review**

After initial review, the BEVERLY EDUCATION FOUNDATION may contact applicants for further information before recommending and making a final decision on the proposal. The BEVERLY EDUCATION FOUNDATION board members review all proposals, vote and selects grant awardees.

### **GRANT PROPOSAL REQUIREMENTS**

*Please type and proofread all grant proposals before submission.*

**1. Project Overview:** Please provide a brief executive summary of your project in 200 words or less (no form provided). *(This will be used in future publications).*

**2. Project Description:** Describe your project in detail by responding to the following: Please limit your responses to a maximum of 3 pages (no form provided).

A. Educational Issue: Describe the educational need(s) that this project addresses.

B. Goals and Objectives: Describe the ultimate goal of the project and the several specific objectives for this project.

C. Activities: Describe the procedures and/or activities for implementing this project. This should be done in detail and this description will be of particular importance to The Beverly Education Foundation Grants Committee.

D. Innovation and Collaboration: Specifically describe the ways in which your project reflects one or more of the following:

- an innovative approach to solving a problem
- a collaborative approach to addressing an issue or need

E. Dissemination: Describe plans to share your findings with your colleagues, the Foundation, parents, and the community at large.

F. Publicity: How will you publicize your project/grant? How will you credit the Beverly Education Foundation? (Please be specific). **(See Section 5, Item 4 below).**

**3. Evaluation:** How will you know this project is successful? Explain what factors will be evaluated, measured and the methods. (data, testing, surveys, journals, photographs) to be used.

**4. Budget:** Complete the required grant budget form.

**5. Understanding:** By accepting grant funding, the grant recipient agrees to:

(1) submit an evaluation report to **The BEVERLY EDUCATION FOUNDATION** upon completion of the project stating whether or not the project has been successful and why;

(2) seek approval from **The BEVERLY EDUCATION FOUNDATION** of changes in the implementation or focus of the project;

(3) provide photos, testimonials, and materials to assist **The BEVERLY EDUCATION FOUNDATION** in promoting the project.

(4) publicize the project via the school website, social media channels, newspapers, school newsletter, etc. When issuing statements and/or press releases describing this project, the following information **MUST** be included: **"This project is supported by a grant from the Beverly Education Foundation."**

**\* Please upload your PROJECT OVERVIEW, PROJECT DESCRIPTION, EVALUATION/MEASUREMENT, & BUDGET in Question 24 of the Application. \***

**Beverly Education Foundation: GRANT APPLICATION**

Application Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

School Principal: \_\_\_\_\_

School: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone: (work) \_\_\_\_\_

Email address: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

**TARGET POPULATION:**

Grade Level(s): \_\_\_\_\_

# Students served by this program: \_\_\_\_\_

# Faculty/Staff involved in this program: \_\_\_\_\_

Curriculum Area(s): \_\_\_\_\_

Please check one: (See General Information Part III)

\_\_\_\_ Individual Grant                      \_\_\_\_ Collaborative Grant

Total Funding Requested: \_\_\_\_\_

Faculty/Staff involved (Add a sheet if necessary):

Name	Position	Signature	Specific Role in Project
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Administrator/ Supervisor	Position (signature required)	Signature	Specific Role in Project
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Please check and complete all that apply.    I/We believe this project...

\_\_\_\_\_ is a new idea.

\_\_\_\_\_ is a new idea for our school.

\_\_\_\_\_ replicates a successful idea done elsewhere \_\_\_\_\_

\_\_\_\_\_ is based upon research by \_\_\_\_\_

## Beverly Education Foundation: GRANT BUDGET

Please list all costs associated with this grant proposal:

Supplies/materials:

COST

_____	_____
_____	_____
_____	_____

Purchased Services (consultants, speakers)

_____	_____
_____	_____
_____	_____

Equipment:

_____	_____
_____	_____
_____	_____

Other Costs:

_____	_____
_____	_____
_____	_____

Are you applying for or receiving funding for this project elsewhere? If so, please list name of organization, amount requested and status of funding: confirmed or pending:

Funder	Amount Requested	Status
_____	_____	_____
_____	_____	_____

**TOTAL REQUEST:** \_\_\_\_\_

*\*Please note all technology requests must be approved in advance of grant submission by:  
Judy Miller, Technology Director, Beverly Public Schools*



**BEVERLY EDUCATION FOUNDATION  
GRANT AWARD**

*COMMITMENT LETTER*

**Project Title:** \_\_\_\_\_

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to obtain all assents and provide a detailed accounting of all Beverly Education Foundation, Inc. funds expended as part of this grant. We further pledge to submit both a final accounting (with appropriate documentation) and a final project report within thirty (30) days of completing this grant. I/we recognize that this report is a condition of funding, renewal grant proposal submission and therefore my/our obligation as a grant recipient.

**Applicant(s) signature(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**Principal and/or Department Head Signature/Technology Director (*if needed*):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_