

BINGHAMTON CITY SCHOOLS FOUNDATION

GRANT PROCESS GUIDELINES

Updated May 2022

Statement of Purpose

The Binghamton City Schools Foundation Grant Program provides funding for teachers, staff members and students who submit a proposal for an educational program, project or activity that complements and supports the initiatives of the district and enhances the educational experiences of students in the Binghamton schools.

Grant Review and Evaluation Process

Two grant cycles are typically held per year (spring and fall). Open and close dates will be provided on the BCSF site. All Binghamton district teachers, support or other staff, or leaders of student organizations are eligible to submit a grant. The Grant Application Form is located on the BCSF website and must be submitted online. Applicants should include any budgetary or supportive information such as: quotes, detailed listing of supplies, photos, website links, etc. All grants are subject to initial review by the District Superintendent and building administration where the grant is located. Following those approvals, eligible applications will be forwarded to the Grants Committee, who will first conduct a preliminary evaluation, during which time the Committee may contact applicants for further information. Using a scoring rubric and other methods, the Grants Committee will then select the most worthy applications (see grant criteria section) for approval by the Board of Directors. Grant selection is subject to criteria below, and number and amount of awards is based on a variety of factors, including funding availability for each cycle.

Grant Proposal Evaluation Criteria

The following criteria will be used in evaluating grant proposals:

- *Scholastic Impact*: To what extent will knowledge and skills of students and staff be enhanced?
- *Innovation*: Will the grant introduce new teaching methods, technologies and approaches to the school curriculum?
- *Extent of Benefit*: How many students will benefit from the project and for how long?
- *Interdisciplinary*: Does the project involve cooperation among departments? Will it encourage students to use concepts from more than one discipline or curriculum area?
- *Cooperation*: Does the project involve broad collaboration and involvement of teachers, school staff/administration, students and members of the community?
- *Social Impact*: To what extent would the project expand the social awareness and participation of students in the community? To what extent would the project benefit the community?
- *Strategy*: Does the proposal have a clear strategy and timetable for implementing the project?
- *Adaptability*: How, if at all, could the project be applied elsewhere or on a larger scale?

- *Cost*: What are direct and indirect costs? Are there any combined funding efforts or matching funds to be considered? If a proposal is submitted to supplement other funding efforts for a specific project, funds will be expected to be raised within one year.
- *Expansion*: Does the project expand on, or continue at a more substantial level, a previously funded program?
- *Evaluation*: How will performance and progress be monitored and how will it be measured?

Program Areas Funded

The Binghamton City Schools Foundation will consider grant applications from all program areas, but encourages those from among the following:

- **Technology**: This may or may not include instruments, software and other programs to enhance learning, especially for improvements in teaching of mathematics and science.
- **Innovation**: Novel approaches in teaching and learning.
- **Professional Development**: Support for teachers to pursue training and curriculum development opportunities.
- **Arts**: Programs in music, visual arts and drama that will promote understanding and enjoyment of the arts (including equipment and materials).
- **Multi-Cultural Initiatives**: Projects involving teachers and students that expand knowledge and awareness of the ethnic, social and cultural heritage of our global society.
- **Social and Emotional Wellness and Mental Health**: The “Legacy Fund” was established by the BHS Class of 1989 to fund grants related to education around mental health, as well as social and emotional wellness, addiction and suicide prevention.

Projects will be of greater interest to the Foundation if:

- The project involves cost sharing, use of Foundation funds to match other grant requirements or brings substantial volunteer or in-kind resources to the effort.
- The project is of a nature that the public school system is unable or unlikely to provide funds.
- The funds are not requested to pay scholarships or tuition, except as an incidental component of the project.
- They include a plan to use the funding only as a pilot or start-up and will seek other sources of funding to continue the project.

The Binghamton City School District Foundation will not fund projects:

1. Which involve lobbying or efforts to influence the political process.
2. Which involve religious instruction or have a significant religious component.
3. Whose primary purpose is to purchase equipment that is not related to a specific educational project or activity.

All decisions concerning the funding and management of projects shall be solely at the discretion of the Board of Directors of the Foundation.

Post-Submittal Communications and Process

Grant applicants should receive an email confirmation following the submission of their grant, and a follow up email regarding notification of grant status (approved/denied). At that time, winning grantees will be connected to a grant liaison or “advocate” from the Grants Committee. Grant recipients will also maintain a “touch-base” conversation with the teacher at least once during the grant project duration. District requests that grant recipients send letter (or email) of thanks to Foundation following their project implementation, together with brief update on the implementation of your project to date. A final written report will be submitted via email to liaison six (6) weeks after completion of the project. This report should include an overview of the completed project, an accounting of allocated monies, a summary of whether stated goals were met, and any other information that would be relevant and pertinent.

For information on the purchasing process, see the link on the BCSF website.

Grant proposals not selected by the Committee for funding may be resubmitted. The Grants Committee may offer suggestions for improvement and encourage re-submission of promising proposals not funded in their initial year.

Social Media and PR

At any time, grant recipients may be called upon to share information about their grant for the purposes of public relations, promotion, or media coverage. Grants may be highlighted on the BCSF Foundation social media pages, website, or district pages in coordination with District PR. By submitting a grant, recipients agree to make themselves or their representative available for this purpose. All photography and media coverage will be conducted with or through District PR within District Guidelines and approvals.

Questions

Further questions may be directed to bcityschoolsfoundation@gmail.com