



BURNT HILLS – BALLSTON LAKE
EDUCATION FOUNDATION

PO Box 568 BURNT HILLS NY 12027

Opening doorways of opportunity...

Guidelines for Submission of Grant Application

1. An applicant must be a resident, student, or employee of the Burnt Hills – Ballston Lake Central School District.
2. **Grant applicants are expected to notify the District or Building Administrator of the application.**
3. Letters of support for your application are **strongly recommended, especially from those who may be impacted in some way.**
4. All grant applications must be submitted in a typewritten, word-processed, or neatly printed format.
5. An applicant should **not request funds for projects that are traditionally funded through the district's budget.** We are looking for innovative ideas.
6. An applicant should **not request funds for refreshments or staff salaries.**
7. Prior applicants who were not previously funded may revise and resubmit their requests for funding.
8. Prior recipients of Foundation funding may re-apply for new projects, or for continuation of existing projects. Priority will be given to funding new projects over continuing existing projects.
9. If you are selected for consideration of foundation funding you may be required to attend a meeting to further discuss your proposal with members of the foundation.
10. If your proposal is selected for funding and you accept funding, you will be expected to provide the foundation with a **written or oral evaluative report within 12 months of funding existing projects.**
11. If your proposal is selected you will be given Foundation stickers to be placed on the purchased materials if appropriate.
12. In support of the evaluative report photos, letters, and other documentations that demonstrate accomplishments is appreciated.
13. You are most welcomed to share your report with the Board in person.
14. The recipient of an award from the Burnt Hills Ballston Lake Education Foundation will complete a Burnt Hills Ballston Lake School District purchase order for the item and place it with the Business Office.

Favorable consideration will be given for proposals that:

- Are educationally beneficial to the students of Burnt Hills–Ballston Lake schools;
- Provide enrichment activities;
- Include a well-articulated budget and good evaluation methodology;
- Are not funded or fundable by other sources.

Though funds dedicated to these or other purposes may be created within the foundation in the future, the grants committee is not now considering proposals for funding: individual student activities; personal professional development; staff salaries, transportation / field trips.