

Burnt Hills – Ballston Lake
Education Foundation

PO Box 144 Burnt Hills NY 12027

Opening doorways of opportunity...

G R A N T A P P L I C A T I O N

Mission Statement: *The foundation, a not-for-profit corporation, is formed and functions to support the youth of the Burnt Hills – Ballston Lake school community by generating and disbursing funds for services, equipment, enrichment programs and other projects designed to enhance education.*

To help you create an appropriate and strong application, please read the Guidelines page on the website, bhblef.org. Applications must be submitted electronically in Word format to bhblefgrants@gmail.com.

Deadline for submission is May 10, 2017

Applicant: _____ Building _____ e-mail _____

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Contact person(s) _____

Amount of grant funds requested: \$ _____

Date when funds are needed: _____

1) Briefly summarize the intended use of funds and describe the educational benefit of this project, including the number of persons served.

2) Indicate exactly how the success of this project will be measured. Please note that all grant recipients are required to report their results back to the foundation in written form or through an oral presentation.

3) **Provide a budget narrative detailing how funds will be expended.**

4) **Why isn't this project funded in the school budget?**

5) **Statement of support from building\district administrator:**

Please have your building or district administrator send an e-mail to bhblefgrants@gmail.com specifying:

- **Support for your application**
- **Possibility of contributing to the funding of your idea**

6) **The following supporting documents may also be included with your application:**

- Letters of support for your application especially from those who may be directly impacted.
- Lesson plans, brochures, article

The recipient of an award from the Foundation will complete a purchase order with the district business office and all physical property awarded through the grant becomes property of the school district. A copy of the purchase order is to be included in the report to the Board.

Questions regarding an application may be directed to Marge Rizzo at 399-8910 or to jrizzo@nycap.rr.com.

*Submit your completed grant application on-line to:
bhblefgrants@gmail.com by May 10, 2017.*

Thank you for your interest in the objectives of the foundation. We look forward to receiving your proposal.