



# Bowman Education Foundation

## Grant Guidelines

Grant applications are accepted from all Ackerman Charter School District (ACSD) personnel.

Grant Application Forms are available in the district office and on the BEF website @ [www.bowmanedfoundation.org/](http://www.bowmanedfoundation.org/).

<b>Purpose</b>	Grants are intended to provide resources that will assist Ackerman Charter School District (ACSD) personnel in creating a richer learning experience for ACSD students.
<b>Award Criteria</b>	<ul style="list-style-type: none"> <li>• Provide resources that will enhance classroom instruction or curriculum.</li> <li>• Are innovative and creative.</li> <li>• Provide students with unique learning opportunities.</li> <li>• May enrich related programs.</li> <li>• Show long term potential.</li> <li>• Have complete descriptions.</li> <li>• Clearly and realistically define the needs, goal, and benefits to students.</li> <li>• Denote the standards, if any, being addressed.</li> <li>• Clearly articulate the methods of implementation, evaluation plan, and associated budget.</li> </ul>
<b>Application</b>	<ul style="list-style-type: none"> <li>• Grant application proposals may be submitted and are accepted from all ACSD personnel.</li> <li>• Grant application proposals are consistent with the ACSD priorities, and not ordinarily funded through existing funding streams.</li> <li>• Consumable materials or supplies are generally not funded by the Foundation. However, unique consumable materials may be considered if deemed an essential part to the core curriculum provided by the district, supplement what exists, and does not supplant what is provided.</li> <li>• Computer hardware, printers, peripherals, and other technological items may be considered if the items are supplemental to the technology and support provided by the district and do not supplant what is provided. These items must be compatible with district technology.</li> <li>• All grant application proposals must be submitted by the applicant, in person, using the BEF Grant Application Form during a regularly scheduled BEF meeting.</li> <li>• Grant application proposals must be specific and answer all questions on the BEF Grant Application Form.</li> <li>• All grant application proposals must be signed by the Principal/Superintendent and the Applicant.</li> </ul>
<b>Evaluation &amp; Approval Procedures</b>	<ul style="list-style-type: none"> <li>• The BEF Board will consider all grant applications.</li> <li>• Approval consideration is based on the completion of the application and the merits of the project.</li> <li>• All applicants will receive notification of the status of their application.</li> </ul>

<p><b>Denied Application Appeal Process</b></p>	<ul style="list-style-type: none"> <li>• Applicants may submit a written appeal to the BEF Board within thirty days of notification.</li> <li>• The BEF Board will consider the appeal.</li> <li>• The BEF Board will notify the applicant of its decision.</li> <li>• The decision of the BEF Board is final.</li> </ul>
<p><b>Approved Grant Funds Spending and Reimbursement</b></p>	<ul style="list-style-type: none"> <li>• The grant recipient purchases the authorized items.</li> <li>• The recipient submits a receipt or paid invoice for reimbursement.</li> <li>• The recipient must submit all receipts and invoices to the BEF Treasurer within four months or by May 1, as determined by the BEF board, of the school year in which the grant was awarded.</li> <li>• Funds not claimed in accordance with the designated time line will be returned to the BEF General Fund.</li> <li>• Documents for reimbursement are submitted in the BEF mailbox in the ACSD District Office.</li> <li>• Upon receiving a receipt or invoice the Treasurer will send a check to the appropriate person or location.</li> </ul>
<p><b>Project Evaluation</b></p>	<ul style="list-style-type: none"> <li>• Grant recipients are required to submit a written Grant Project Post Evaluation to the Foundation.</li> <li>• The Grant Project Post Evaluation is due within six months after the application award date.</li> <li>• The Grant Project Post Evaluation form is provided with the award notification.</li> <li>• The Grant Project Post Evaluation, along with a summary of the project, will be included in the BEF Award Binder available at the District Office, and on the BEF website @ <a href="http://www.bowmanedfoundation.org/">www.bowmanedfoundation.org/</a>.</li> <li>• Grant Project Post Evaluations are submitted to the BEF mailbox in the ACSD District Office.</li> </ul>
<p><b>Photographs</b></p>	<ul style="list-style-type: none"> <li>• When submitting a Grant Project Post Evaluation, recipients are encouraged to submit a photograph or photographs of children involved in the project.</li> <li>• Photos may be published in the BEF Award Binder, and on the BEF website @ <a href="http://www.bowmanedfoundation.org/">www.bowmanedfoundation.org/</a>.</li> </ul>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• All procedures, forms, descriptions of previous projects, and Grant Project Post Evaluations are available in the BEF Award Binder available at the District Office, and on the BEF website @ <a href="http://www.bowmanedfoundation.org/">www.bowmanedfoundation.org/</a>.</li> </ul>