

Instructions for Brighton Education Fund Grant Application Form

To apply for a grant:

1. Fill out the form (page 2 of this document).
- 2a. Attach a brief narrative describing specifically how your request will improve Brighton's program.
- 2b. If your grant includes a request for tablet-based technologies (iPads, iPod Touches, etc.), you must complete and include Section V of BCSD's Guidelines for Purchase and Use of District Owned Tablet-based Technologies* in place of preparing a narrative document.

***Note:** The Guidelines for Purchase and Use of District Owned Tablet-based Technologies can be downloaded from the District's "Business Forms" webpage: <https://www.bcsd.org/Page/420>
3. Include a written quote from the vendor for the materials/items you wish to purchase. This quote will help us understand the cost of your proposal and will expedite purchasing upon award.

Please note:

The maximum request is \$3,000. Refer to <http://brightoneducationfund.org/applicants> for complete application guidelines and decision criteria.

If you have questions about applying, call Paul Bush at 749-2252 or Jody Siegle at 461-0434.

All requests for audio-video items must be prepared with the guidance of Emmy Lou Dykes or, for technology equipment, with the guidance of Eric Jordan. This will assure compatibility with other district equipment as well as correct specifications and price quotes.

Send this form and all attachments and supporting information by email (if possible) to:

paul@brightoneducationfund.org

or by postal service to:

Paul Bush, Brighton Education Fund
c/o Brighton Central Office
2035 Monroe Avenue
Rochester, NY 14618.

Application Checklist

1. Have you discussed your project with your building principal?
2. Have you attached a narrative description (or prepared Section V of BCSD's Guidelines for Purchase and Use of District Owned Tablet-based Technologies, if applicable)?
3. Have you consulted with the Business Office, Office of Technology, or Audio Visual Department to ensure that:
 - a. the proposal meets district equipment standards and specifications?
 - b. all costs for the proposal are accounted for?
 - c. the District Requisition Form is completed to expedite the procurement process?

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Dollar amount requested

\$

Date Submitted

Explain any attempt to get funding for this proposal from your department or building budget:

Purpose of Grant:

(Summarize in a few sentences here, then attach a more complete narrative description.)

School/Grade/Class/Department this grant will serve:

Number of students who will benefit:

Grant is being submitted by the following staff member/members:

Contact person for application:
(name and phone number)

If this grant is for a special event, when would you need the funds?