



Arts, Enrichment & Innovation Grant Guidelines for 2018–2019 School Year

The Bellevue Schools Foundation offers teachers and staff in Bellevue's public schools small grants through the Arts, Enrichment & Innovation Grant Program. The purpose of Arts, Enrichment & Innovation Grants is to fund projects in the Bellevue School District (BSD) that extend the regular curriculum, encourage higher-level thinking skills, enrich students through art, music, culture, science, or other activities, and provide opportunities for innovation in classrooms. At a minimum, projects must serve students in an entire grade level (primary) or course level (secondary) at the applicant's school. Teachers, specialists, counselors, and principals in pre-K to grade 12 are eligible to submit grant requests. Typical grant awards are less than \$1,000 for each application.

Requirements:

- The project involves, at a minimum, students across a grade level (elementary school) or course level (middle/high school). **Projects will not be funded if students at the targeted grade or course levels are excluded.**
- Use Bellevue Schools Foundation Arts, Enrichment & Innovation Grant Application for the current school year. Applications are available on the [Bellevue Schools Foundation website](#).
- The school principal must approve and sign your grant applications.
- Include BSD transportation cost estimating form for projects that need school bus transportation.
- **NEW!** The application deadline for **Elementary Schools** is 5:00 p.m. Wednesday, **September 26, 2018**. Late submissions will not be considered.
- **NEW!** The application deadline for **Middle and High Schools** is 5:00 p.m. Wednesday, **October 10, 2018**. Late submissions will not be considered.
- Grant applications will be considered incomplete until all copies (hard copy and electronic submittal) are received as follows:
 - **One (1)** original signed copy to Bellevue Schools Foundation delivered to:
Attn: Enrichment & Innovation Grants, Bellevue Schools Foundation,
WISC Building 5, 12241 Main Street, Bellevue, WA 98005
 - **PDF copy** of grant application submitted by e-mail to info@bsfdn.org. See application for PDF instructions.
- Acceptance of grant award agreement. The anticipated grant award date is **November 8, 2018**.
- Final project and expense reports are required by **June 7, 2019** for funded projects. The forms are available on the [Bellevue Schools Foundation website](#).

Things that will help your grant get funded:

- Active student involvement (more than sitting in an audience)
- Multi-school projects, especially those involving Title 1 schools. For example, a project can share an author or artist visit at more than one school. Schools are able to apply jointly for funding above \$1,000.
- Compelling project, accurate completion of the application and project budget

Common reasons that grants do not get funded:

- Incomplete or late packet
- Lack of a definite project or detailed budget
- Lack of clear educational purpose or cultural value—nice, but not making a difference
- Project completed or requested purchases made prior to the grant award
- Project not signed by principal
- Request for items covered by BSD technology budget (e.g. document readers, computers)
- Final project report(s) for previous grant(s) not submitted

Non-fundable items:

- Money spent prior to grant award
- Teacher salary or release time (subs)
- Snacks or meals
- Incentives or rewards
- Computer-related items and software not supported by BSD Instructional Technology

Notice

The Arts, Enrichment & Innovation Grant Program will not consider applications to purchase iPads, tablets, or computers for teacher/student use.

Replicated Projects

- You may base your application on a previously funded grant by you or a different applicant, but doing so will not guarantee funding. Each grant application will be considered on its own merit in relation to other applications and available funding during each grant cycle.

Questions? Call (425) 456-4199 or e-mail info@bsfdn.org.