# Instructions forBrighton Education Fund Grant Application Form

To apply for a grant:

1. Fill out the form (page 2 of this document).

2a. Attach a separate 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 $5,000. 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 equipment and other technology items must be prepared 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.

When using the BCSD email system, please **ATTACH** files to your message; please do not **SHARE** them.

Application Checklist

1. 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)?
2. Have you consulted with the Business Office and the Office of Technology/Audio Visual to ensure that:
	1. the proposal meets district equipment standards and specifications?
	2. all costs for the proposal are accounted for?
	3. the **vendor-written quote** is included to expedite the procurement process?

What Happens Next

Our Grant Coordinator will acknowledge receiving your application by e-mail within a few days. If you do not receive an acknowledgement, please check in via telephone or e-mail:

Paul Bush
749-2252
paul@brightoneducationfund.org

# Brighton Education Fund Grant Application Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dollar amount requested | $       |  | Date Submitted |       |

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

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| --- |
|       |

Purpose of Grant:

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

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| --- |
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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 this application:

|  |  |
| --- | --- |
| Name |       |
| Phone number |       |
| Email address |       |

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

|  |
| --- |
|       |