

**Microsoft Word Template for the
2016-17 FBE LEARNING EXCELLENCE GRANTS APPLICATION**

You (or a designated volunteer) may use the following Microsoft Word template to create a draft of your LEGP application and then copy/paste the information from this template into the Belmont School's online FBE Grant Application Form. You will find this template most helpful for the answers which require text (#1, 7, 8, 9, 10, 11, 12, 13, 17) and to copy/save the website url's in #15.

Program Guidelines for the FBE's LEGP Program, grant writing tips, and a link to the online application form are available on the FBE website at www.fbe-belmont.org/grants.

To be considered for funding, all grants must be submitted via the Belmont Public School's online FBE LEGP Grant Application Form. There will be no exceptions to this policy.

Please submit your proposal on or before the deadlines listed below:

Proposal Deadline
October 18, 2016

Award Notification
On or before December 7, 2016

1. **Project Title** (10 words or less):
2. **Select the name of the FBE Program Committee liaison that you have discussed this project with:** (You must discuss your project with your FBE Program Committee Program Committee liaison; Program Committee names are listed at <http://www.fbe-belmont.org/about/program-committee.aspx>)
3. **Amount Requested:** _____ **Start Date:** _____ **Completion Date:** _____
(In the online form, you will use month, day, year.)
4. **Project will benefit the following schools:**
(you will select the appropriate schools/grades in the online form)

Project will benefit the following schools:

Burbank: K 1 2 3 4

Butler: K 1 2 3 4

Wellington: K 1 2 3 4

Winn Brook: K 1 2 3 4

Pre-K

Chenery: 5 6 7 8

High School: 9 10 11 12

5. **Target Area** – select from the one of the areas listed in a drop down box located in the online form: English Language Arts, English Language Learners, Fine & Performing Arts, Foreign Language, Guidance, Health/Wellness, Math, Science, Social Studies, Special Education, Technology
6. **Project Director 1** – complete the contact information in the online form for the Project Director (first name, last name, daytime telephone, email, school (where the Project Director receives his/her mail), Position, Grade Level
7. **Project Director 2** – complete the contact information in the online form for the Project Director (first name, last name, daytime telephone, email, school (where the Project Director receives his/her mail), Position, Grade Level
8. **Other Key Participants** – list the first/last names and the school for each Key Participant.

- 9. Project Purpose:** Please complete the sentence (in blue); the FBE will use this completed sentence in the award letter (lower case only). *If approved, this award will be to...*
Write your answer here...
- 10. Project Need:** What is the need for or the problem addressed by this project? What evidence is there to support this need? How is the proposed project related to current practice in the Belmont Public Schools or anticipated future directions?
Write your answer here...
- 11. Goals/Objectives:** What is the overall intent of your project? What do you hope to accomplish? Who will benefit from the project? How will you know if the project is successful?
Write your answer here...
- 12. Workplan/Project Timeline:** What activities will be undertaken as part of this project? When will they take place?
Write your answer here...
- 13. Qualifications/Resources:** Who will be the key participants in the proposed project? What roles will they play? What are their specific qualifications for these roles? What other resources are available to support the project and ensure its success?
Write your answer here...
- 14. Replication and Dissemination:** How will you share the results of your project with colleagues and the community? What prospects are there for replicating it in other classrooms and other schools in the Belmont Public Schools?
Write your answer here...
- 15. Supporting Documents:** Please upload up to 3 supporting documents, plus one budget document, if needed, here (4 max.). The Maximum File Size that can be uploaded is 1MB. When you submit your online application, if your file is larger than 1MB, please e-mail the file as an attachment to: LEGP@fbe-belmont.org and indicate your Project Title in your e-mail subject line.

Please do not include more attachments than are necessary to answer reasonable questions a reviewer might have about your proposal.

- 16. If you have a website which contains additional information, enter the link here:** you may include up to three links with your online application.
For convenience, you may paste your website url's here:

- 17. Budget:**
 Does the vendor(s) for this project require a deposit in advance or payment on the day of the event? (Please indicate 'yes' or 'no')

Please include your **budget totals** in the fields below. If your project budget requires a more detailed explanation, please also upload a more detailed budget, with itemized costs, to the designated 'Supporting Documents' section above.

Category	Amount	Basis of Computation
Purchased Service 1 (consultants, speakers, etc.)	_____	_____
Purchased Service 2 (consultants, speakers, etc.)	_____	_____
Purchased Service 3 (consultants, speakers, etc.)	_____	_____
Purchased Service 4 (consultants, speakers, etc.)	_____	_____

Supplies/Materials	_____	_____
Books/Software/Subscriptions	_____	_____
Tuition/Workshop Fees	_____	_____
Equipment	_____	_____
Printing/Copying	_____	_____
Postage/Delivery	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total Funds Requested: _____
 (This amount should match the amount entered in #2 above. The online system will automatically total the values entered in each field.)

18. Other Support Available or Requested: Please list all additional cash and in-kind contributions to the project. Include the source, the amount and purpose of each contribution.

Helpful tips for completing the online application:

- **If you wish to exit the online application before you submit it, be certain to click ‘Save’** so that you can continue where you left off when you return to the online application.
- **Once you have submitted the online application, you can no longer edit it.** Please promptly notify Kate Ascione, programs@fbe-belmont.org if details of your application change after you have submitted it.

If you have questions about, suggestions for, or need any assistance with the FBE’s grant application, please contact Kate Ascione at programs@fbe-belmont.org.