



FOUNDATION FOR
BELMONT EDUCATION

FBE Grant Guidelines and Requirements

Please include your name, contact information, award number and award title in all communications relating to your grant.

Basic Concepts. The grant proposal submitted to the FBE and the grant award letter from the FBE, establish the basis on which FBE funds are granted. They should be retained by the recipient for reference throughout the life of the grant. The Project Director listed on the grant award is responsible for managing the award and should provide these guidelines to co-directors and PTO enrichment committee volunteers who are assisting with the grant.

Final Project Article. A Final Project Article is required by the date listed on the award documents. The article will serve as the basis for publicizing your project and for documenting the impact of FBE support has in Belmont Public Schools year over year. An online Project Article questionnaire is available at www.fbe-belmont.org/LE.

Project Expiration. FBE funds must be expended prior to the project expiration date unless otherwise extended with the approval of the FBE's VP of Programs and Treasurer. After the project expiration date, any remaining grant funds for this project will be reverted to the FBE's general fund to be allocated for other educational efforts to support the Belmont Public Schools.

Payment of the Award. Your award letter and your Project Summary page indicate whether your award is to be paid by the Belmont Schools or by the FBE. Only expenses consistent with the amounts listed in the "Summary of Funding" (on the Project Summary page) will be approved for payment. It is the Foundation's policy that the PTO/PTA **must not** make any grant payments to independent contractors or businesses on the FBE's behalf.

Policy Regarding Grant Payments. Please read the FBE "Policy Regarding Payments" for the rules of payment that the FBE uses for payment of grants.

Questions: Contact Angela Chan, VP, Programs, programs@fbe-belmont.org, 617-484-7807 or Holly Johnson, FBE Administrator, administrator@fbe-belmont.org, 617-489-7989.

Making a Difference in the Public Schools

P.O. Box 518, Belmont, MA 02478 | 617.484.7989 | www.fbe-belmont.org
