Berkeley Public Schools Fund

Classroom Grant Application
Needed Materials and Tips

ITEMS NEEDED FOR APPLICATION

- Applicant’s basic contact information
- Basic information about project (e.g., total project budget, amount requested, brief summary of project, what funds will pay for, grade level(s) served)
- Budget detail
- Statement of Purpose
- Activities and Anticipated Outcomes
- Background of Project Director
- Number and names of additional collaborators and how they will participate
- Additional comments (e.g., timing constraints)

TIPS FOR SUCCESSFUL APPLICATIONS

1. The application states clearly what is to be done and why this is important to your teaching, program, and the students you serve. The application reflects time, thought, and purpose.

2. The budget is clearly itemized, detailing all expenses and giving specific items costs where relevant.

3. Budget and/or narrative convincingly explains that equipment or materials could be compatible with other school purchases and supported by BUSD Technology.

4. Expenses are reasonable

5. The proposed project is framed within a broader context (e.g., goals for classroom or school, enhancements that link to the curriculum)

6. Collaboration among teachers is incorporated with an explicit plan and purpose

7. The grant applicant has complied with all the requirements of any grant received in the prior year, especially filing a final report and communicating any changes in project plans.

8. Grant funds awarded in November are intended to benefit students in the current school year and be spent as soon as possible in the case of equipment and materials.

9. Only BUSD personnel working in classrooms or schools programs can apply. Applicants must be actively engaged in the proposed project.

10. Application convinces readers that the project is substantive and that the applicant is fully capable of carrying it out and reporting outcomes in a timely fashion.

Apply for a Classroom Grant online at: www.berkeleypublicschoolsfund.org/grants