



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
