

Instructions for Brighton 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:
 - a. the proposal meets district equipment standards and specifications?
 - b. all costs for the proposal are accounted for?
 - c. 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

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Dollar amount requested

Date Submitted

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

Purpose of Grant:

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

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?