

Information and Instructions

STUDENT GRANT APPLICATION BRENTWOOD FOUNDATION FOR EDUCATIONAL ENRICHMENT SPRING 2012

- Applications will be accepted from middle school and high school students.
- Applications may be for any amount up to a **maximum of \$300**. There is no minimum amount.
- Please try to limit information to the space provided. If you need to supply additional information attach it to application

SCHEDULE

➤ **THURSDAY, APRIL 12: STUDENT APPLICATION DEADLINE**

Student Applicant is responsible for submitting **eight (8) complete copies** of your application to your principal's office.

➤ **THURSDAY, APRIL 12: TEACHER RECOMMENDATION DEADLINE**

Separately, the sponsoring teacher must submit **eight (8) copies** of his/her confidential recommendation to your principal's office.

➤ **FRIDAY, APRIL 13: APPLICATION PICK UP**

A foundation representative will pick up the applications at your principal's office.

➤ **FRIDAY, MAY 4: NOTIFICATION OF AWARD RECIPIENTS**

Award Recipients and Sponsors will be notified.

STUDENT GRANT APPLICATION Evaluation Criteria

The Brentwood Foundation will select award recipients by evaluating applications in the following areas:

- Does the student give a clear description of the project/program?
- How does this program benefit the student, the school, and/or the community?
- Does this program provide a worthwhile opportunity?
- Is the time scheduled for the program sufficient to achieve the goal?
- Can the results of the project be measured?
- Are items in the budget essential to the project?
- If the total cost of the program or project exceeds the maximum amount requested, will the student have sufficient additional resources to complete the project?
- Has a teacher's recommendation been submitted to the Brentwood Foundation?

Questions or comments are welcome.

Contact:

Patty Jones, Foundation President

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961-1770

The Brentwood Foundation for Educational Enrichment is a private, not-for-profit organization established to provide financial assistance to encourage exceptional educational opportunities for the students and staff of the Brentwood Schools.

BRENTWOOD FOUNDATION FOR EDUCATIONAL ENRICHMENT

STUDENT GRANT APPLICATION

CONFIDENTIAL TEACHER RECOMMENDATION

STUDENT NAME	PROJECT OR PROGRAM TITLE
Grade / School	Budget Amount Requested
	If awarded, make check(s) payable to: 1. 2. 3.
Student Address	Student Home Phone
Teacher/Sponsor Name	Teacher Phone
	Teacher Email

- Yes, I recommend this student for the project.
- No, I do not recommend this student for the project.

Please state briefly why you do or do not recommend this student.

Teacher/Sponsor Signature

Brentwood Foundation for Educational Enrichment STUDENT GRANT APPLICATION

NAME	PROGRAM OR PROJECT TITLE	
If awarded, make check(s) payable to: 1. 2. 3.	Grade	
	School	
Home Address	Home Phone	
Signature of Applicant	Signature of Parent	
Budgeted Amount Requested	Signature of Teacher / Sponsor	Signature of Principal

1. DESCRIPTION OF PROGRAM OR PROJECT

Program or Project Summary Paragraph-- Describe your objectives, including desired outcomes.

2. PROJECT ACTIVITIES

Describe the program or project activities, where they will take place, who will be involved and what resources will be utilized.

2. PROJECT ACTIVITIES (continued)

What is the time schedule? (Example: How long will the project last? How many meetings/classes per week?)

If applicable, approximately how many people will be affected by or benefit from this project, both directly and indirectly?

3. EVALUATION

What do you hope to achieve? How will you evaluate achievement of your objectives and the success of the project?

4. MISCELLANEOUS INFORMATION

Is there anything else you would like to tell us about the program or project that will help in our decision- making process?

5. BUDGET REQUEST

Use the following budget worksheet to describe the anticipated costs of your program or project. Include specific information and costs, as applicable, on transportation, accommodations, equipment, kinds of materials, and sources of supply, etc. Under "PAY TO" indicate to whom a check from Brentwood Foundation would be payable. It is the responsibility of grant recipients to provide copies of all invoices and a short report or evaluation to the Awards Committee at the conclusion of your program or project.

ITEM (Tuition, Fees, Transportation, etc.)	SUPPLIER	PAY TO	BUDGET AMOUNT
TOTAL BUDGET REQUEST			\$

If the total cost of the program or project exceeds the maximum amount requested, please explain how the balance would be covered.