# Introduction

## What is the Berkeley Heights Education Foundation?

The Berkeley Heights Education Foundation (BHEF) is a volunteer-run, 501(c) (3) tax-exempt, not-for-profit organization that operates independently of the Berkeley Heights Board of Education and the Parent Teacher Organizations. The BHEF strives to enhance excellence in the Berkeley Heights school district by:

* Supporting innovative and creative educational programs not otherwise funded through the traditional school district budget.
* Encouraging community involvement in the education process to strengthen links between community groups and schools.
* Providing resources and programs that enhance Science, Technology, Engineering, Arts and Math (STEAM) curriculum.
* Supporting the Berkeley Heights school district’s long-range technology plan so students are prepared for the world and workplace of the 21st century.

All BHEF activities are made possible through generous contributions and donations from local residents, businesses, foundations, and corporations.

## What is the Grant Program?

Each year, the BHEF offers teachers and administrators the opportunity to apply for grants that support innovative and creative educational programs, technology, and equipment in the Berkeley Heights Public Schools. Grant applications may now be **submitted on an ongoing basis throughout the school year to accommodate any programs that educators feel will be impactful to their classes and students.**

The total dollar amount funded through the BHEF grant program is dependent on the available budget and grants submitted yearly. The BHEF funds approximately $30,000 - $40,000 in programs in the district each year. Grants typically range from $100 to $4,000, with larger grants usually awarded for special programs that will impact many students. There is no limit to the dollar amount of a grant, and there is no limit to the number of grant applications that an individual may submit, but the BHEF strives to support a balanced portfolio of high-quality projects across schools, grades, and disciplines.

# Grant Guidelines

**Who is Eligible to Apply for a Grant?**

All applications must be submitted by a teacher, staff member, principal or administrator within the Berkeley Heights school district. Organizations that are associated with the schools are not eligible to apply.

**What is Eligible for Grant Funding?**

The objective is to encourage new and innovative programs that will ultimately enhance the educational experience of a wide range of students. A grant **must meet all** of the following fundamental criteria for the application to be eligible for consideration:

* Align with the goals and objectives of the Berkeley Heights Board of Education.
* Approved by building principal(s), curriculum supervisor (if applicable) and the district’s Technology Coordinator (if applicable)
* Reaches a sufficient number of students:
* Benefits at least 20 students this grant cycle, **OR**
* Has continued use beyond this grant cycle such that at least 20 students would ultimately benefit, **OR**
* Could be replicated elsewhere in the district such that at least 20 students would ultimately benefit.

The grant must **impact** the educational experience of students in **at least one** of the following ways:

* Enhance existing or planned curriculum in any academic area by providing supplemental resources that bring learning to life in an engaging way.
* Introduce innovative teaching and/or learning methods.
* Promote the use of the most recent technologies to prepare students for the classroom, workplace, and world of the 21st century.
* Help students reach their academic potential by supporting a positive school culture and/or learning environment.

The BHEF encourages grants with breadth of scope and will give particular consideration to grants that are cross-curricular, cross-school, or include collaboration between the Berkeley Heights community and the public school system.

**What is EXCLUDED from Grant Funding?**

BHEF will generally **not** provide funding for:

* Grants that replace or relieve existing responsibility for public funding of school programs, or are for compulsory curriculum items that are the purview of the Board of Education (e.g. Textbooks).
* Grants for non-specific expenses. All grants must include itemized budgets.
* Programs/technologies/equipment that have been previously funded or initiated at **your** school by any source. If, however, the program/technology/equipment is new to your school but has been previously funded by the BEHF at **another** school in the district and was successful, you are encouraged to apply for a grant.
* Basic equipment and furniture; including typical computers, tablets, printers, photocopiers, projection screens, monitors, bookshelves, desks, tables, and rugs. (Grant applications that would use "basic" items in an innovative or transformative way may be considered.)
* Routine consumable supplies that are traditionally provided by other sources.
* Food and transportation.

*The above funding guidelines represent guiding principles of the BHEF. However, it is within the BHEF’s discretion to provide or not provide funding, which differs from these guidelines.*

# Grant Application Process

**How do I APPLY for a Grant?**

1. Formulate your grant proposal with estimated costs (**include shipping/handling charges, but do not include tax** since the BHEF is a tax-exempt organization).
2. **Obtain approval** from your building principal and curriculum supervisor (if applicable). Grants that include technology must also have the support of the district Technology Coordinator, Mr. Skara. If a grant would take place in more than one school, the grant must have the support of **each principal of** those buildings.
3. Complete the Google Form application, which can be reached with this link.

[**23/24 BHEF Teacher Grant Application**](https://urldefense.com/v3/__https:/forms.gle/nm4TCFFCKbS8motA7__;!!OaUSd04!sC5l008wResQATRRBL2oiYO7iAaZirGaU33CDG9kziqy9lDau7B4OYegcI-J-VA8cpamlfaww99-jhBy$)

**What Happens Next?**

The BHEF will review and assess all applications against the established criteria and within the constraints of the available budget to determine which grants will be funded. We may contact you during the review process for further information or clarification questions.

Generally, within 30 days of the grant submission you will receive notification via email as to whether or not your grant has been approved.

**What if my Grant Proposal is Approved?**

All materials, technology and/or equipment purchased using grant funding will at all times remain the property of the Berkeley Heights Board of Education

With your grant acceptance notification email, you will receive further information regarding how to obtain the funding for your grant. **You may not exceed the budget that was approved for your grant, and all expenditures must be for those items as described in your grant acceptance email.**

Funding for grants is available due to the generous donations made to the BHEF by families, individuals, local businesses, and corporations. To allow us to support grants now and in the future, it is critical to our fundraising efforts that our supporters see their dollars at work. After a grant has been implemented, we require the ability to review and assess the merits of the grant and whether it might be beneficial in other schools. Accordingly, the **conditions of receiving grant funding** are:

* **Acknowledgement of BHEF support** in all grant-related communications to parents, colleagues, and the Board of Education. You may use statements such as “This program is made possible by funding by the Berkeley Heights Education Foundation.”
* **Photographs and/or video of “grants in action”** MUST be taken and then submitted to the BHEF; with parent completed BHEF Media Release Form(s) if students are recognizable in the images. The BHEF Media release form will be included with your grant acceptance email so that you may distribute it to the appropriate parents.
* **Notify the BHEF in advance** when your grant is ready to be implemented and/or when you have received any equipment/technology funded by this grant. A BHEF Trustee may observe the implementation of your grant (if feasible).
* **Provide feedback to the BHEF** within one month after grant implementation. Instructions for providing this feedback will be included with your grant acceptance notification.

***If you have any questions regarding the BHEF Grants Program or would like further information about the application process, please contact us at*** [***grants@bhedfoundation.org***](mailto:grants@bhedfoundation.org)***.***

***We are here to help!***