2016 – 2017 School Year Grants

Tip Sheet

1. Application can be accessed via the Foundation website: www.birdvilleeducationfoundation.com.
2. Pertinent dates:
   a. October 1, 2015 – December 11, 2015: Applications will be accepted.
      i. And can be submitted to the Foundation via:
         1. Interoffice mail to: Tito Rodriguez , BEF Executive Director at the Admin Building
         2. Email to: tito.rodriguez@birdvilleschools.net
   b. January 2016: the Foundation Grant review committee will meet late this month to review application and determine applications to awarded.
   c. February 2016 – March 2016: Foundation Campus Liaisons will begin contacting Campus principals to schedule time to make presentations at staff meetings. The Award recipient/s will be announced at this meeting by the liaison. Also at this presentation the recipient/s will be presented with their ceremonial check/s and the principal will be presented with the newly cumulative updated campus banner. The name/s of recipient/s are kept confidential until this announcement. As soon as the campus presentation is complete Tito Rodriguez, Executive Director notifies Sheen Joslyn that the presentation has been made. Ms. Joslyn will email the campus principal, campus secretary and recipient/s that the funds are available and ow they may be accessed.
   d. May 5, 2017: Grant Award Evaluation Report will be due to the Grant Committee. This report is to be sent to Tito Rodriguez, Executive Director either via interoffice mail or email. The format of this report is being completed and will be sent out to recipient/s via future email.
3. Type of Grants available:
   a. Classroom (single teacher): Maximum $2,000
   b. Campus wide grant: maximum $5,000
   c. Middle / High School Department maximum: $5,000
   d. District (administration): maximum: $5,000
4. Where possible collaboration among campuses and campus staff is encouraged.
5. Check with appropriate BISD department for approved vendor choices and prices.

6. For technology related tools/items check with BISD TIMS to ensure compatibility with currently used hardware, etc. And also confirm that the item/s being requested are not already on BISD TIMS future purchase list.
7. Summaries and descriptions should be clearly stated and in laymen's terms that can be easily understood by noneducators. Keep in mind that the reviewing committee members are not and have not been educators.
8. Be specific with how the awarded funds will be spent and with the number of students that will be benefitted.
9. If your request cost is beyond the stated Grant Award maximums state where the additionally needed funds will secured from: PTA, religious entity and/or other community resource.
10. If requesting a software related item that requires licensing fee/s in subsequent years please state how the fee/s will be covered.
11. Some items that will not be considered for funding:
    a. Student field trips
    b. Magazine subscriptions (new and/or renewals).
    c. Speaker fees
    d. Salaries
    e. Consumables (food related items, ,shirts, batteries, etc)
    f. Software licensing renewals

Any inquiries can be directed to:

Tito Rodriguez
Birdville Education Foundation
6125 East Belknap, Haltom City, Texas 76117
tito.rodriguez@birdvilleschools.net
Phone: 817-547-5778