**Bemidji High School
Education Fund**

INNOVATION GRANTS PROGRAM

1/GRANT APPLICATION COVER SHEET

The application consists of the cover page, title page, description, budget, and optional appendices. The cover and title page must use the forms included in this package. The description is not placed on a form, but must follow the format described in the instructions. A sample budget table is included in this application package, but you may substitute your own format. A separate document contains the instructions for creating the application and filling in these forms. Reading and following the instructions is essential for a fair evaluation of the grant by the review committee. Submit the original and one copy of the application to the BHS office by 4 pm on the application due date. Forms, instructions and application deadlines are available on the BHS web site under the "staff" category.

This cover sheet will not be seen by the review team and is the only place in the grant where the project team and project sites should be identified by name.

Project title:
Project leader name: Title: Telephone: Email:
Other key members of the project team (names, titles):
Project site(s):

Signature section
By signing, the project leader and key project members assure that they have discussed this proposal with their principal and will commit the time needed to conduct the work described in this application.
CHECK IF AGREED   (   ) I have verified that funding for this project is not available from normal site or other district budgeting sources. (   ) I will complete and submit the required status and final report to BHS within four weeks of project completion.

Project leader signature and date:
Signatures of all key members of project team named above:
Signature of principal:
If your grant is for technology, please confirm that it has been reviewed by your site's media specialist or designated technology coordinator before submitting as a grant request. _____Initial here

Project title:

Project summary (250 words max):

Approximate number of students impacted by the project:

Grade level(s) of students impacted by the project:

Total project budget ($):

Amount being requested from BHSEF ($):

Project start date:

Project completion date:

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3/GRANT PROJECT DESCRIPTION

1. Need: Describe the student, teacher or program need that your project is addressing. Provide background to the problem you are trying to solve. Why is this need significant and why is your project necessary?

2. Innovation: How is innovation incorporated within this project? Please address how this grant supports the mission "to support valuable education experiences and innovative projects."

3. Objectives and Work Plan:
List the specific objectives of the project (a numbered or bulleted list is fine).

Describe in detail the work that will be done during the course of the project. Describe how any equipment will be utilized, the format and content of any training, if project involves more than one classroom, site, etc. and how it will happen. Insert additional pages here, if necessary.

Provide a timeline. List key dates associated with major project milestones and deliverables. Provide sufficient information that this can be used as a planning chart to track project progress.

4. Impact and Replication
Describe how the project methods and results will be shared with others in the district and if appropriate, to those outside the district leading to greater impact from your work.

5. Evaluation
List the evaluation criteria to define the project's success after its completion. If applicable, use quantitative (measurable) criteria and define the rating system for each criteria.

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4/ PROJECT BUDGET

Please use these categories: "Training, Supplies, Equipment, Travel, Consultants, Other". Include a detailed breakdown of all costs associated with the grant request.

Category	Description	Estimated Cost ($)

Total project costs ($)	
Amount requested from BHSEF($)	
Amount from other sources ($)	
List names of sources:	