



Grant Policy

Purpose

Teacher's Classroom and Extracurricular Grants, programs of the Bremen Partnership for Education, will help support Bremen Public School teachers, staff, coaches, mentors, directors and volunteers in obtaining equipment, materials and programming to enhance their ability to inspire and educate.

Grant Specifics

- Grants will be awarded up to \$1,000.
- All requests must be for classroom initiatives or school sanctioned activities or programs and led by BPS staff, volunteers or subcontractors.
- Projects should be completed within one year of the grant award unless an extension has been granted by the Partnership Board of Directors.
- Applications are available from the Bremen Partnership in Education office, BEMS and BHS offices. You may also download a copy from www.bremenpartnership.org or request a digital application by email at bpspartnership@bps.k12.in.us.

Preparation and Submission of Grant Applications

- Read this policy and the applications forms prior to starting your application.
- The applicant and building principal or supervising administrator must sign the application cover page. (see cover page for details).
- Applications may be handwritten or typewritten. Attachments may be made to this application with information supporting your grant request.
- Please be as thorough as possible with the details and intentions of your request. You may be contacted for further information by a member of the Partnership for clarification or further information on your application.
- Grant Applications with Cover Page can be submitted by midnight of the deadline date in any one of the following ways:
 - Via mail to Bremen Partnership for Education, Attn: Grant Program, 512 W. Grant Street, Bremen, Indiana 46506
 - Emailed to bpspartnership@bps.k12.in.us
 - Dropped off at the administration office (512 W. Grant St.) in a sealed envelope.



Proposal Evaluation and Acceptance

- Applications will be evaluated by the Grant Review Committee.
- The Superintendent of Schools will review the proposed projects to ensure they fall within the vision and mission of the school system.
- The Grant Review Committee will bring their recommendations for funding to the Partnership Board, which will approve grants by majority vote.
- Applications will be evaluated individually with consideration for the following:
 - Impact on the classroom, number of students and how learning will be enhanced.
 - Sustainability and perpetual impact on learning.
 - Innovation – uniqueness of project.

Grants May Not Be Used For

- Materials/equipment not directly related to the project or program.
- Compensation for teachers, staff, or substitute teachers.
- Student scholarships.
- Materials and supplies normally funded by Bremen Public Schools.

Award Announcements and Payments

Grant award notification will be made within 30 days of the final vote by the Partnership Board. Distribution will be made to the Bremen Public Schools restricted to the purpose of the grant.

Grant Follow Up Report

A follow-up report may be requested of grant award recipients by the Partnership as well as photos or additional materials to utilize in promoting the program.