



PROJECT/ONE-TIME FUNDING APPLICATION GUIDELINES

Who can apply for Project Funding?

Bennington Public School District administrators and staff who work directly with students (teacher, principal, counselor, coach, librarian, etc.) and school sponsored organizations or clubs including PTOs and Booster Clubs.

Note: If you are applying for funds to bring in a presenter/assembly you will first need to get approval from your principal/District via the [BPS Districts Guest Speaker Presentation Request Form](#). AFTER that is complete, and you've received approval from your principal, then you can fill out our form for fund requests.

What is Project/One-Time Funding?

Provides teachers and staff an avenue to fund requests that are not currently funded through the school district budget and do not meet the timeframe and/or criteria for a Classroom Grant application.

The BPS Foundation budgets a certain amount each quarter to fund these projects and the number of projects funded will depend upon the funds available and the criteria set forth below.

Previous Examples: Start-up funds for HS Art Club and HS Chess Club, Author Visit, Guest Speaker Presentations, Assemblies, Field Trips, Scholarships for students with financial need to attend local summer camps, Robotics Club robots parts, Life Skills competition t-shirts & awards, mobile STEAM carts, playground equipment, outdoor garden materials, book vending machine.

How to apply for funds?

Submit the online application at BenningtonSchoolsFoundation.org or [Project/One-Time Funding Request Form](#)

Project Funding applications may be submitted throughout the year, as needs arise.

Project Funding Application Procedures:

1) Completed Applications will contain:

Brief Project Description:

- Description of project;
- Achievable objectives/needs addressed;
- Expected results;
- Size of student population that will benefit.

Budget Overview:

- List all anticipated costs associated with the planning, implementation and ongoing execution of the project.

District Administration Review:

- Application will be submitted to your school building principal for review/approval.

Foundation Review:

- If your principal approves your request, the application will be submitted to the Foundation Executive Director for review/approval.

2) The following Criteria will be considered when a Project Funding Application is reviewed:

- Should this project be funded by the school district or another source;
 - Was this funding request denied previously by the school district;
 - Should this project be funded by a Classroom Grant application;
 - Does this project align with the BPS Foundation's mission;
 - Is the amount requested fully funding a project? If not, provide details on where the remaining funding is coming from.
 - Does this project reflect a district, building or student need, not being met by existing programs;
 - Size of the student population that will benefit from the project;
- 3) Applications may be submitted at any time throughout the year. Incomplete applications may not be considered.
 - 4) Applications will be evaluated and approved/denied within thirty (30) days of receipt of completed application.
 - 5) Applicants agree to give BPS Foundation the right to use their proposal and the results of their project to inform other educators and for public information purposes.
 - 6) Once funded, all purchased materials or programs become the property of the Bennington Public School District.
 - 7) Ordering/purchasing of items should be coordinated with Megan Schasfersman by contacting meganschafersman@bennps.org
 - 8) All funds must be expended, exclusively for the project requested, within one (1) year from the application approval date.

Questions on eligibility can be directed to Executive Director Blake Thompson at BThompson@bennps.org or 402.705.6486.