**Business Education Partnership Foundation**

# **Fall 2019 BEP Nissan Teacher Minigrant Guidelines**

# **Due Date: October 11, 2019**

BEP Nissan Teacher Minigrants are intended to provide teachers with resources to creatively teach and enhance concepts through meaningful learning, as opposed to rote instruction, while demonstrating innovation in teaching concepts beyond core curriculum.

Proposals that are real-world based, creative, hands-on, and that provide seed monies for a self-perpetuating program are more likely to be funded. They are not intended to fund classroom technology, school supplies or other equipment related to teaching typical curriculum. Proposals that are solely curricular or textbook based are not likely to be funded.

Eligibility: Any teacher who is directly involved in the instruction of students in the public schools of the City of Murfreesboro or Rutherford County is eligible to submit a BEP Nissan Minigrant proposal.

Amount of Grant Awarded: Grants will be awarded in sums of up to $500.00 per proposal.

**Number of proposals allowed: Per application period, a maximum of two proposals per teacher may be submitted and possibly awarded. Regardless of whether the proposals are submitted solely by one teacher or in partnership with other teachers, submission of more than two proposals per period will result in disqualification of *all* proposals submitted by the applicant. There are no exceptions to this rule.**

Please read the following guidelines, which govern fall 2019 BEP Nissan Teacher Minigrant applications. Proposals not in adherence to these guidelines will be disqualified.

1. Minigrants awarded in the fall of 2019 are to be used in spring of 2020.
2. BEP Nissan Teacher Minigrant recipients who relocate to different public schools within either the Rutherford County or Murfreesboro City School Systems prior to using the awarded grant may transfer the grant funds to be used in their new classrooms. However, recipients who choose to transfer out of their Rutherford County or Murfreesboro City School Systems to systems outside the Rutherford County area will forfeit the awarded grants, which will then remain with their original Rutherford County or Murfreesboro City Schools.
3. An evaluation of the awarded grant summarizing the project’s success must be provided to the BEPF by **May 15, 2020**. These evaluations can be in the form of a brief video (strongly encouraged) and/or pictures with a written narrative. The evaluations should address the goal of the grant and show its progress. Some of these videos may go on our website or any/all of the BEP Foundation social media sites. A signed photo release will be required from any student and/or teacher appearing in the video and/or photos. Releases can be downloaded from our website.
4. BEP will not accept identical grants from multiple teachers. Teachers working on a group project must write grants for their individual parts of the project and all teachers who have worked on the grant should list their names with their contributions to the group project. This does not guarantee that all parts of the project will be funded.
5. Applications must be submitted via the link on our website, which can also be found [here](https://docs.google.com/forms/d/e/1FAIpQLScqGkjz10RomdkIB_Pl485cIEbQXN8ED9Ub_kMK2pn5l9RICQ/viewform?usp=sf_link).
6. An itemized budget must be included where indicated in the proposal. Applications with vague budgets will not be accepted or processed.
7. Minigrant proposals should be well-written, with no “text speak”. Unprofessional applications written in “text speak” or similar social media spelling shortcuts will be disqualified.

To be considered, all grant applications must be in the offices of the BEP by **4:30 pm on October 11, 2019.**

For questions contact:

Amelia Bozeman, BEPF Executive Director

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(615) 278-2008.

#### Fall 2019 BEP NISSAN MINIGRANT APPLICATION

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Email Address:** |  |
| **School Name:** |  |
| **School’s Complete Address:** |  |
| **Personal Phone:** |  |
| **School Phone:** |  |
| **Principal Name:** |  |
| **Principal Email:** |  |
| **Bookkeeper Name:** |  |
| **Bookkeeper Email:** |  |

|  |  |
| --- | --- |
| **Name of Project:**  |  |
| **Amount Requested:** |  |
| **Grade Level(s) Served:** |  |
| **Number of Students Involved:** |  |
|  **Names of Teachers Involved:** |  |
| **Project Completion Date:**  |  |

**GOAL (15 points):**

What is the specific goal of your project? Your goal must be clearly stated with a defined objective which shows how it will enhance curriculum, expand students’ learning beyond the classroom, and have specific future benefits for the students.

**CREATIVE / INNOVATIVE APPROACH (40 points):**

How is your project unique? How is it innovative? How does it enhance meaningful learning? Does it involve multiple disciplines? Does it get students involved in practical applications such as life skills, an academic competition, or continued independent study? Include:

1. A descriptive narrative with a basic timeline of the overall project
2. How many students will participate (one classroom, many classrooms, one school)
3. How the money will be used (one time project, seed money, entering a competition)
4. How these items in this project will enhance student performance

The purpose of these minigrants is to foster creative and innovative teaching/learning – not simply purchase additional classroom materials.

**DESCRIPTION /ITEMIZED BUDGET (30 points):**

You MUST include an itemized budget with your BEP Nissan Teacher Minigrant application or it cannot be considered. Use the model below to display your budget with the cost of each item (add lines as necessary).

**Item** **Item Cost**

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**Number of Items to be Purchased**\_\_\_\_\_\_\_\_\_\_

**Total Amount Requested**\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION (15 points):**

How will you measure achievement of your goal? How will you evaluate student learning and involvement in the project (tests, quizzes, final projects, essays, journals, etc)? What is the future of the project— are the purchased materials reusable for future students? Will you share this project idea with other teachers to use in their classrooms?

**ONE-PARAGRAPH SUMMARY DESCRIPTION OF PROJECT**

Please provide a well-written, single paragraph summary of your grant proposal. The paragraph should be a clear, concise restatement of the main points of your goal, creative/innovative approach, description/itemized budget, and evaluation.

**The BEP Foundation is not responsible for maintaining files of applicants’ past proposals.  Please remember to save personal copies of all proposals, as grant recipients will need to present copies to bookkeepers at their respective schools. No funds will be released to winners until BEP has received this information.**