



## **Student Educational Enrichment and Development Foundation (SEED)**

PO Box # 1, Bayport, NY 11705

BBPSEED.org - info@bbpseed.org

### **Funding Application Guidelines**

#### **Objective:**

The SEED Funding Program is designed to support innovative educational projects that will assist students of the Bayport Blue Point UFSD to reach their full potential and to prepare for academic advancement. The SEED Executive Board (or designees), administer the SEED Funding Program on an on-going basis. \*The maximum amount that is awarded for support under this program is \$1,000.00. Should you wish to request more than \$1,000.00 please attach a justification.

#### **Eligibility:**

All proposed projects or activities must meet targeted areas of focus within the categories eligible for support as identified by SEED. Projects or activities must fall within the following categories:

- Basic, applied, or historical research directly related to a specific student project.
- Curriculum or instructional material development directly related to a specific student project.
- Workshop, seminar, conference or course work not covered by contract agreement between the applicant's bargaining unit and/or the district, and supporting specific student activity.
- Preparation of material for publication related to student activity.
- Artistic or creative endeavors supporting specific student activity.
- Other student-related projects or activities.

**Application Deadlines:** There is no application deadline. Applications will be considered on an on-going basis.

#### **Application Process:**

Fill out and print the Application Form and attach supporting documents as indicated. Submit only one program per application form. Have the Application signed indicating approval of content by a Building Principal, District Superintendent or Assistant Superintendent. Send the Application with required supporting documents to SEED, PO Box #1, Bayport, NY 11705.

#### **Attachments:**

A description of the project or activity including: Type of event, event site, and additional sponsors (if any); indicate if you are formally participating or lending guidance and/or advice. Please include your teaching/training experience, targeted building, and any special qualifications, attributes, or experience that are relevant to the funding you are applying for. Please clearly describe how this project or activity will directly impact student learning.

NOTE: Additional information may be requested by the Committee. Please include the best way to contact you.

#### **Program Evaluation:**

A detailed evaluation with final budget is required to be submitted to SEED upon completion of the project or activity. Please include a copy of an announcement or other relevant material describing the project or activity with your evaluation.

**PLEASE NOTE: All documentation included in this request is subject to review by both the BBP UFSD and SEED Auditors.**

## SEED FUNDING APPLICATION FORM

### Part A: Applicant Information

Your name: \_\_\_\_\_

Your contact information: \_\_\_\_\_

Relevant Special Qualifications: \_\_\_\_\_

\_\_\_\_\_

### Part B: Proposal Information

Project or activity title and Event Site: \_\_\_\_\_

Number of students represented from each building/class: \_\_\_\_\_

Briefly describe the proposed project or activity in 500 words or less. Focus on how this project will impact

student learning. Be specific: \_\_\_\_\_

: \_\_\_\_\_

\_\_\_\_\_

### Part C: Budget Summary

Project start and end dates: \_\_\_\_\_

Requested Support. If you are obtaining additional funding, please indicate both the source and the dollar

amount: \_\_\_\_\_

\_\_\_\_\_

List other expenses related to your proposed project or activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Part D: Create a cover sheet with the Final Checklist items

List the attachments you are including with your application. Print and sign the application. Obtain the required signature(s) and make a copy of the application for yourself. Send the completed and signed application to the mailing address or email to: [support@bbpseed.org](mailto:support@bbpseed.org)

**NOTE:** If a funding-approved project is cancelled, funds must be returned to the SEED foundation within 30 days. Partial expenses will not be covered in the event of a project cancellation.

Questions regarding the SEED Grant process may be directed to the SEED Board at: [support@bbpseed.org](mailto:support@bbpseed.org)