

Blue Valley Educational Foundation

DonateNow Grants

Mission of the Blue Valley Educational Foundation

The mission of the Blue Valley Educational Foundation is to enrich educational excellence through community outreach, financial development and ongoing funding of extraordinary educational programs.

Purpose of the DonateNow Program

The purpose of the DonateNow program is to enhance the education of Blue Valley School District students by facilitating community funding through online grant opportunities for Blue Valley educators.

Eligibility Criteria

Any Blue Valley School District educator may apply for a DonateNow grant. Grants may be implemented by schools, school departments, teachers, counselors, librarians, nurses or other district educators.

A DonateNow grant request can be placed online at any time.

Grant requests must be for at least \$250, and must be for projects, programs or resources for which no other school or parent group funds are available. There is no maximum dollar limit on a DonateNow grant request.

The proposed project or program must substantially improve or enhance the educational experience of Blue Valley School District students through innovative and creative teaching and learning techniques. The proposal should focus on how students will benefit from the program rather than the materials requested.

The proposed project or program must support and may supplement the current district curriculum but cannot supplant it.

The proposed project or program may not discriminate on any illegal basis.

Grant funds may not be used for political or religious purposes.

Grant Guidelines:

Examples of projects, programs and equipment that can be funded through DonateNow grants:

- Teaching kits, materials and equipment, including books and manipulatives
- Speakers, clinicians and performers

- Field trips within 120 miles of the school that do not require an overnight stay and provide for the return of students to the school at a reasonable time
- Teacher education or staff development materials
- iPads and tablet PCs
- iPods
- apps for tablets and iPods (which will be purchased through the district)
- portable CD players
- portable sound systems (a speaker, microphone and stand)
- MacBook Pros
- iMacs
- Certain expenses for after-school clubs (**not including** salaries, honoraria, stipends, parties, refreshments, snacks, meals, travel expenses, or fundraising materials)

The following cannot be funded through DonateNow grants:

- Technology that cannot be supported by the district, including CPS Clickers, Airliners, SmartBoards, sound amplification systems, eReader devices, eBooks, and iTunes music
- Furniture, including tables, chairs, stools, and stability balls
- Any expenses or reimbursements for travel, including transportation, lodging and food
- Refreshments, snacks or meals
- Fundraising materials, including raffle tickets or auction items
- Expenses for staff honoraria, salaries, stipends, or substitute teachers
- Parties
- Clothing or uniforms

Application Process:

PLEASE NOTE: You cannot save your work on a grant application and return to it later. Please click [here](#) to review the questions and other information requested on the grant application. We recommend that you prepare your answers to the grant application questions on a Word document, then cut and paste each response into the appropriate field when you have time to complete the grant application in one sitting.

An itemized budget for the project or program for which funding is being requested **must** be included as part of the application. Please note that an additional 12% of the amount requested will be added to the grant budget. 10% of the amount requested is allocated to the BVEF Endowment Fund and 2% is a management fee to BVEF for support of each proposal, including the approval process, website maintenance and credit card fees.

The budget for a grant request that includes technology must include a written price quote from Information Technology Services for each item of technology.

Your grant application must include a deadline date, which should be the 1st day of a calendar month. All grant funds received must be spent by May 15th following the deadline date, and your grant must be fully implemented by June 30th following the deadline date.

Review and Approval Process:

The grant application must be reviewed and approved by the applicant's Principal or Supervisor.

The grant application will then be reviewed and evaluated by the Assistant Superintendent of Education Services and the Executive Director of the Blue Valley Educational Foundation (BVEF).

If the grant application requests funding for technology (computer software, hardware or audio-visual equipment), it will be reviewed and evaluated by the Executive Director of Information Technology Services.

Once the grant is approved by the Assistant Superintendent of Education Services, the Executive Director of BVEF, and, if applicable, the Executive Director of Information Technology, it will be posted on the BVEF DonateNow website, where donors can review proposals and make potentially tax-deductible contributions to fully or partially fund the proposal.

When a proposal is funded, donations will be placed in an account established in the name of the funded project at the Blue Valley School District. Within 10 business days after the grant is fully funded, purchases of budgeted items may be made through this account. No reimbursement of payment will be made without a requisition, purchase order or receipt from a vendor or staff member.

If a grant does not receive full funding by the deadline date selected by the grant applicant, any partial funding received may be made available to the grant applicant to fund a portion of his or her grant, if feasible. If partial funding is not feasible, or if the grant is not implemented for any reason, all funds in the BVSD account established for the project will be transferred to the grant applicant's Principal or Supervisor for use in the grant applicant's school.

The grant must be implemented by June 30th following the deadline date included in the grant proposal.

Further information: For more information about DonateNow grant funding and promotion, please visit [Teacher FAQs](#).

You must read and agree to all of the following conditions and requirements before you can access the online Grant Application:

- The funds requested meet the Eligibility Criteria listed above and fall within the Grant Guidelines set forth above.
- Any materials or equipment funded will become the property of the Blue Valley School District and cannot be used outside the Blue Valley School District without written permission.

- Any DonateNow grant request will be increased by 12%. 10% of the amount requested is allocated to the BVEF Endowment Fund and 2% is a management fee to BVEF for support of each proposal, including the approval process, website maintenance and credit card fees.
- Any cash or checks received by a grant applicant must be sent via interoffice mail or delivered to BVEF, so that BVEF can acknowledge receipt of the funds and reduce the “Amount Needed” on the online grant application. Cash gifts should be labeled with the name of the donor and the school.
- All funds must be used by May 15th following the grant deadline date.
- The funds will be used in the manner and for the purposes outlined in the grant proposal. Any expenses in excess of the approved grant amount will be charged to the budget of the applicant’s school.
- BVEF will be notified if any changes or problems occur that will affect the completion of the funded project or program.
- A final report, including a project or program evaluation, will be submitted using the online form to BVEF within 45 days of project funding. (Educators who do not submit an evaluation will not be eligible for future grants.)
- It is the grant applicant’s responsibility to promote the proposed program or project for funding within his or her school community.
- A grant recipient will cooperate with BVEF to publicize a funded grant project or program.
- A DonateNow grant recipient will acknowledge that “This project was made possible by a grant from the Blue Valley Educational Foundation” in all speeches, news releases and/or related media coverage.
- BVEF may use any photos or quotes regarding a DonateNow grant for promotional purposes.

____ I agree to the conditions above.