

Grant Application – Frequently Asked Questions

How do I apply?

Go to the Brookfield Education Foundation website, www.brookfielddeductionfoundation.org

Click on “Apply for A Grant”

Click on link to mini grant application if project is under \$500 in funding, or major grant application if project is over \$500 in funding.

Click to download the BEF Funding Request Application form. Type directly on the form, and email the completed form to grant@brookfielddeductionfoundation.org. If you prefer, you can print out the form, hand write the application, get the appropriate signatures, and mail it to:

BEF, P.O. Box 5047, Brookfield, CT 06804

What is the difference between a mini grant and a major grant?

A mini grant is for a project requesting less than \$500 in funding. A major grant is for a project requesting more than \$500 in funding.

How do I know if my idea will qualify for a BEF grant?

The Brookfield Education foundation welcomes projects that fit with our mission:

To marshal and provide resources for lifelong learning by Brookfield residents of all ages.

If your project and its funding is innovative, enhances education, is a start-up program, is for Brookfield residents of any age, and has a champion, it is likely to qualify for a grant. The project may succeed or fail – the BEF wants to encourage trying new things.

If your project and its funding is for an existing program, for on-going program, is for residents outside of Brookfield or does not have a champion, it is not likely to qualify for a grant.

The BEF does not provide funds for transportation, materials not required to make a program successful, food/beverages, hotel accommodations.

What types of grants have been rejected?

Types of grants that have been rejected include those without someone to run the program (no champion), funding for things typically paid for by the school budget or town budget, program that supported residents outside of Brookfield, program was not new or different, and primary focus was not learning.

What is the deadline for submitting a grant application?

Grants are reviewed on an on-going basis. Mini grants (less than \$500) are reviewed as soon as they are received. Major grants (more than \$500) are reviewed at every Board of Directors meeting, which are the first Tuesday of every month.

I'm not sure about my skills in grant writing. Any tips?

- Clearly articulate the benefits of your grant, how the results will be measured, and if successful, how it will be funded on an on-going basis (if applicable).
- Be specific and itemize exactly how you will spend the grant money. If possible, show alternatives considered.
- Feel free to contact us for help at any point in the process. We'll be glad to help you! See the next question for contact information.

I have some questions. Who can I contact?

Please refer to the list of grant liaisons below grant application links.

How likely is it that my grant request for just one school, or just a few students, will be approved?

The BEF has funded many grants that are for just one school, or just a few students. The criteria remain the same, regardless of the number of people that will benefit from the project.

What if my idea has already been funded?

If the project is the same exact as one previously funded, it will not get funded again. However, when the repeat grant builds or expands on the original idea in a substantial way or for a different group of "learners", it will be considered in terms of its newness.

How will I know if my grant has been approved?

You will receive notification in writing or via email.