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## GOLDEN BELL EDUCATION FOUNDATION

“Supporting Schools Today – Developing Business Leaders Tomorrow”

### 2008 Grant Request Application Guidelines

#### I. Introduction:

The Greater Boca Raton Chamber of Commerce Education Foundation, commonly known as The **Golden Bell Education Foundation**, was formed to accept monetary and in-kind contributions from the business community and the community at-large and to grant those resources out once a year to public schools in the Greater Boca Raton area. The **Golden Bell Education Foundation** is governed by a Board of Directors that makes determinations regarding the disposition of resources donated to the Foundation. These guidelines will govern the awarding of resources under the control of the Foundation.

#### II. Grant Application:

- A. **2008 grant applications should have a literacy OR safety focus, as it relates to the teaching of core curriculum. (please see enclosed letter)**
- B. Requests for grants shall be made on the grant request application form provided by the Greater Boca Raton Chamber of Commerce. Copies are acceptable.
- C. All grant request applications shall be submitted to the office of the Greater Boca Raton Chamber of Commerce at 1800 N. Dixie Highway, Boca Raton, Florida 33432, by the principal of each school.
- D. Grant request applications will be considered once each year. The grant request applications will be mailed to Boca Raton principals or other principal-designated individuals in April, with the **deadline for submissions this year being Friday, June 13, 2008**. Any grant application submitted after this deadline will not be considered.
- E. In the case of an emergency grant consideration, the necessity of filing a grant request application by the above described deadlines may be waived at the discretion of the Board of Directors.

- F. The grant request application shall be prepared and signed by the principal of the school requesting the grant and two (2) teachers who will be the main contacts for the program funded. Contact information for the teachers must appear. **It is recommended that an email address and/or telephone number OUTSIDE of school be included as we may have questions after the close of the school year.**
- G. **Incomplete grant request applications will not be accepted.** Principals may be requested to present their request(s) in person to the Board.

### III. Analysis of Grant Application:

- A. Within thirty (30) days after the deadline for grant application, the Board of Directors will convene in order to review the grant applications submitted prior to the deadline. Grant request applications will be approved, denied or held pending for up to thirty (30) days after the application deadline, at which time the principal will be notified of the decision.
- B. Board members shall be provided with copies of all grant applications being considered.
- C. At the grant application review meeting, the members of the Board shall discuss the merits of the various grant applications. In the event a member of the Board has any degree of substantial involvement with the grant request applicant, such member shall be entitled to discuss the merits of that particular grant request application but shall not be able to vote on recommendation of such grant request application.
- D. The Board of Directors, in reviewing grant request applications, will consider the following **positively** in the allocation of resources:
1. Literacy or Safety as it relates to the teaching of core curriculum.
  2. Literacy or Safety programs that expand already existing, basic curriculum, e.g.: writing, mathematics, science and social studies.
  3. Literacy or Safety programs to improve staff's capability to instruct students.
  4. Literacy or Safety programs available on a non-selective basis.
- E. The Board of Directors, in reviewing grant request applications, consider the following **negatively** for allocation of resources:
1. Programs that discriminate on any level
  2. Any programs of a political or religious nature
  3. Underwriting costs for fundraising events
  4. Any general/administrative expenses, such as routine operating expenses or supplies
  5. Compensation for instructors, administrators or consultants
  6. Computer equipment, etc. that can quickly become obsolete
- F. The Board of Directors shall vote to approve or disapprove a recommendation in regard to each grant request application. A simple majority shall be required to approve an allocation of resources to a grant request.

**IV. Rights Reserved:**

- A. Where appropriate, the Board of Directors may have the right to secure in-kind services within the community rather than fund a grant request. Once the in-kind services are obtained, those services will be carried out at the discretion of the service provider and the grant applicant.
- B. The Board of Directors reserves the right to partially fund grant requests.
- C. The Board of Directors reserves the right to obtain more information to clarify the grant request application.

**V. Accountability:**

- A. The grant applicant receiving an award of a grant may be asked to provide an accounting of such funds by returning receipts to the **Golden Bell** Education Foundation within one hundred and eighty (180) days after receiving funds in order to be eligible again for the next grant period. Such receipts must show that the funds have been applied and used for the purposes that were provided for in the grant application.
- B. The grant request application shall provide that the applicant agrees to provide comparison (year to year) test results if requested and complete an in-depth feedback form provided by the Board of Directors relating to the inception, monitoring and results of the granted program.
- C. The grant request application shall provide that the grant applicant agrees with the above described accountability standards.

**VI. Amendments:**

- A. These guidelines may be amended at any time by a majority vote of the Board of Directors of the **Golden Bell** Education Foundation.