

Who Should Apply?

This grant accepts applications from faculty and staff of Barbara Ingram School for the Arts for programs and activities that will greatly enhance the educational opportunities for the students at Barbara Ingram School for the Arts, such as:

- guest artists
- master classes
- performance opportunities
- other enrichment programs for students

Applications for faculty educational opportunities are not eligible.

Application Checklist

- Application is a fillable PDF and must be typed. Download the application to complete. Handwritten applications will not be accepted.
- Once completed, print and sign, then obtain signature from the Principal and the Lead Teacher of your discipline.
- Scan and email completed application to info@barbaraingramfoundation.org or place completed form in Mrs. Dickinson's mailbox at BISFA.
- If approved, applicant will need to email receipt, photo (JPG) of product/event funded, and summary report of how the grant funding was used, within 30 days of receipt to info@barbaraingramfoundation.org.

Due Date

Applications are due by the last day of the month to begin the review process the following month. (Example: Applications received by September 30th will start the review process in October). If the last day of the month falls on a weekend or holiday, the application will be due the next school day.

Review Process

- Applications will be reviewed by the BISFA Foundation Grants Committee and shared with our Executive Board and Board of Directors for final approval.
- Incomplete applications will be returned to the student, so be thorough with your details.
- Additional information may be requested if deemed necessary to properly evaluate the request. **Applicants will be notified of approval or denial via letter within 45 days of the submission.**
- Grant allocation will be given within the academic year **up to a maximum of \$4,500 per discipline**. Funding cannot be guaranteed as limited dollars are available annually for this Grant Program.
- The Foundation understands there may be exceptional opportunities that require a quicker approval. Please discuss with Dr. Hovermale, as emergency funds may be available.

Please contact the Foundation office at 240-347-4934 or info@barbaraingramfoundation.org if you have any questions.

Application must be typed, then printed for signatures.

Date of Application _____ Amount requested \$ _____

Applicant Name _____

Email _____ Phone _____

Discipline _____

Project Title _____

Have you previously applied for this grant during this academic year? YES NO

ALL APPLICANTS, PLEASE COMPLETE THE FOLLOWING:

How will the funding requested through this grant be used? (you may attach additional information or include links)

How many students will benefit from this grant? _____

How will the students benefit from this opportunity?

How will you measure the success of the dollars funded through this grant, if awarded?

Please provide an itemized budget for grant expenditures (attach, if needed)

What other sources of funds are available for this project? (fundraisers, WCPS funds, matching funds, donations)

SIGNATURES

Requestor Signature _____

Lead Instructor Signature _____

Principal Signature _____

Office Use Only: Date Received _____ Approved: Yes No