

### Who Should Apply?

Instructors will apply on behalf of their students and themselves and provide a list of all participants who are accepted/invited to participate in a competition outside Washington County, Maryland while attending Barbara Ingram School for the Arts. Summer opportunity grant requests will only be accepted if the student/instructor will be returning to BISFA the following school year.

### 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 Lead Teacher of your discipline and BISFA Principal.
- Scan and email completed application to [info@barbaraingramfoundation.org](mailto:info@barbaraingramfoundation.org) or place completed form in Mrs. Dickinson's mailbox at BISFA.
- If approved, applicant will need to email proof of attendance, photo from the event (JPG), and a brief description of the experience within 30 days to [info@barbaraingramfoundation.org](mailto: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 30<sup>th</sup> 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 instructor, so be thorough with your descriptions.
- 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.
- Funding cannot be guaranteed as limited dollars are available annually for this Grant Program.

Please contact the Foundation office at 240-347-4934 or [info@barbaraingramfoundation.org](mailto:info@barbaraingramfoundation.org) if you have any questions.

**Application must be typed, then printed for signatures.**

Date of Application \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

Instructor Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Competition/Opportunity Title \_\_\_\_\_

Discipline \_\_\_\_\_

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

**ALL APPLICANTS, PLEASE COMPLETE THE FOLLOWING:**

**Write a one or two sentence description statement of the competition/opportunity:**

**How are the participants chosen for the competition/opportunity?**

**How many students will be participating?** \_\_\_\_\_ (please attach a list of participants)

**How will the students benefit from this opportunity?**

**How will this impact the students' education and future plans?**

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

**What other sources of funds are available?** (for example: fundraisers, WCPS school-based funds, etc.)

**SIGNATURES**

Instructor Signature \_\_\_\_\_

Lead Instructor Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_