

BISFA DISCIPLINE ENRICHMENT GRANT FOR SCHOOL ARTS & ACADEMIC ACTIVITIES

The Barbara Ingram School for the Arts Foundation announces the **BISFA Discipline Enrichment Grant for School Arts & Academic Activities** program for the 2022-2023 school year and will be accepting applications from faculty and staff of BISFA. Grants will be accepted during the school year for programs and activities that will greatly enhance the overall educational opportunities for the students of Barbara Ingram School for the Arts. Applications for faculty educational opportunities are not eligible.

- Before submission, grant request needs approval from the Principal and the Lead Teacher or Department Head for the appropriate discipline.
- Grant requests are due the first day of the month. If the first day of the month falls on a weekend or holiday, the application will be due on the next work day.
- Each application will be reviewed by the BISFA Foundation Grants Committee. Additional information may be requested if deemed necessary to properly evaluate the request. **Applicants will be notified by letter within 45 days of the submission.**
- The Foundation understands there may be exceptional opportunities that require a quicker approval. This will be handled on a case by case basis and should be the exception rather than the rule.
- Incomplete request forms will be returned to the requestor.

Examples of uses for these grant dollars include:

- guest artists
- master classes
- performance opportunities
- other enrichment programs for students
- Classroom equipment
- costumes/performance attire

If the grant is approved, the applicant will need to email the following within 30 days of receipt to rachel@barbaraingramfoundation.org:

1. receipts
2. photo in JPG form
3. summary page report of how the grant money was used

Failure to do so could result in no funds being awarded to the requestor for future projects.

Interested faculty/staff should submit a completed **BISFA Discipline Enrichment Grant for School Arts & Academic Activities** request form, complete with signature of lead instructor and principal to:

Barbara Ingram School for the Arts Foundation
38 S. Potomac Street, Suite 305
Hagerstown, MD 21740

or email to Rachel@barbaraingramfoundation.org

Form must be typed, then printed for signatures.

Name _____ Date _____

Email _____ Phone _____

Amount requested \$ _____ Have you applied this school year? YES NO

Project Title _____ Discipline _____

Lead Teacher/Department Head Signature _____

Principal Signature _____

PLEASE COMPLETE THE FOLLOWING:

The funding requested through this grant will be used to (describe in one or two sentences):

How many students will benefit from this grant? _____

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

Please provide a detailed description of your budget (attach, if needed)

What other sources of funds are available for this project?
(for example: fundraisers, WCPS school-based funds, matching money, and other donations)

Questions, contact Rachel Thomas at 240-347-4934 or rachel@barbaraingramfoundation.org

Office Use Only: Date Received _____ Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
