

INSTRUCTIONS FOR SPARK GRANT ONLINE APPLICATION

Go to the following website:

<http://www.grantinterface.com/bozemanschools/Common/LogOn.aspx>

When visiting the site for the first time, you will be asked to register as a user. Click the registration link and complete the registration form. Your e-mail address will be your Login name and your password will be randomly assigned. While logged in you can change your password by clicking the Edit Contact Information link next to your contact information. **Remember to save your password and Login name (e-mail address).**

Grant Application: To make the process easier for you, we have attached an outline of the entire on-line application. We suggest that you print this outline BEFORE proceeding with the grant application. In this way, you can answer the questions before completing the online application and organize the answers in your own PC files. We suggest that you create a folder on your computer for this grant application and save documents with answers to the questions in this folder. In this way, you can easily access your documents and attach documents into a *browse* box or copy/paste responses from a document into the online text boxes.

Other Things to Remember: Important things to keep in mind when completing the online grant application.

SAVE: One of the features of the on-line grant application is that your application is saved so that you can take your time in completing it. In other words, you can begin today, and finish up over the next several days as your time permits. One important thing to remember is to SAVE, SAVE, SAVE. Please, hit the “SAVE” button about every twenty minutes, before logging out of the system and if you walk away from your computer for any length of time. If you don't do this, your information WILL NOT BE SAVED – everything you have done since you last clicked the “save” button will be lost. After saving a draft of your application you can return to the application form by clicking the Application Status link and then clicking the Edit Application link.

Before proceeding with the application process make sure you have read and are in agreement with the terms and conditions on the Bozeman Schools Foundation website. Please also read the evaluation criteria provided on the web-site to understand how the grants will be evaluated.

Bozeman Schools Foundation Spark Grant Application Outline

- 1) Contact Information
- 2) Project Name (answer via a text box)
- 3) Is this a group or collaborative project? If so, please list key participants. (answer via a narrative text area)
- 4) Amount requested (answer via a text box)
- 5) Please indicate the grade levels that will be served by this project (choose from selection provided)
- 6) If you selected “other” as your response to the previous question, please describe. (answer via a narrative text area)
- 7) Number of students to be served (answer via a narrative text area)
- 8) School(s) served (answer via a text box)
- 9) Please indicate the primary discipline area that is the focus of your project. (choose only one response from the list provided)
- 10) If you selected “other” as your response to the previous question, please describe. (answer via a narrative text area)
- 11) Please write a short summary that will be used for marketing/P.R. purposes. (answer via a narrative text area)
- 12) Please look at the evaluation criteria before starting. Please attach a document identifying the purpose, relevance, project goals description and timeline for the project. Please limit your response to 500 words or less.
- 13) Describe the extension of student learning beyond the classroom, explain how activities will provide students with access to new experiences, ideas, people and or places
- 14) Describe the capacity to be replicated or how the outcomes or activities will last beyond one year.
- 15) Describe the element being evaluated (i.e. student achievement, student behavior) and how you will evaluate your project when finished. What would be your specific plan to share with the BSF the outcomes, results, the new ideas and the effective practices from the
- 16) Please complete and upload the Excel budget file that was provided to you
- 14) If applicable, please describe other sources of funding that have been secured or are being pursued for this project.

If you have any questions during the application process please call Mary Jo O’Donnell at 580-8305 or email mjod5@yahoo.com