



Briarwood Foundation Grant Request 2018-2019 School Year

The Briarwood Foundation of Briarwood Elementary offers certified staff the opportunity to request funds to support educational needs within the school. The request must adhere to the following criteria:

- Fosters creativity and innovation in accomplishing objectives identified in the curriculum
- Promotes student achievement and/or student self-esteem
- Is impactful and reaches the largest number of students as possible
- Targets opportunities not funded by the Shawnee Mission School District
- Has high levels of faculty support

The Grant Approval Process includes 3 steps:

- Certified Staff Member completes the Grant Request form, the Grant Request Order Form and the Technology Addendum (if applicable)
- Principal Approval
- Briarwood Foundation Board approval. Once the committee approves the grant, the request is sent to the Shawnee Mission Education Foundation for their approval and the disbursement of funds.

Forms that need to be completed when requesting a Briarwood Foundation Grant:

1. The attached Grant Request Form.
2. The Grant Ordering Form. This form requires three websites where the items can be ordered. This gives us ordering options, price comparisons and will expedite the ordering process. Please highlight what you believe is the best option.
3. The Technology Addendum Form. If your request involves technology, this paperwork **MUST** be completed **BEFORE** you submit your grant request. It may take some time, so please plan accordingly.

Staff Member(s) Requesting: _____

Grade or Department: _____

Approx. Number of Students to benefit: _____

Item(s) Requested: _____

Item(s) Requested: _____

Cost: _____ Shipping Cost: _____

Description of the Items Requested:

How the item requested will enrich the educational experience of students at Briarwood:

Will other grades/classes benefit or be able to use the items?

Certified Staff signature/date:

Principal signature/date:

Briarwood Foundation Chair signature/date:



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I recognize that all of the resources provided by the Briarwood Foundation/PTA are Briarwood Elementary School property and shall not be removed from Briarwood Elementary School. In the event that I leave my position at Briarwood Elementary School, the resources that were provided will be returned to the Briarwood Elementary School Principal prior to my leave.

_____ (Initial Here)

If my position within Briarwood Elementary School changes (i.e.: changing of grades or positions), the resources provided by the Briarwood Foundation/PTA will be turned into the Briarwood Elementary School Principal for review.

_____ (Initial here)

When a grant is submitted and approved, I understand that the resource is intended to enrich the educational experiences of the **largest** number of students as possible. To meet this objective, the grant resources will be shared with other Briarwood staff and classrooms when appropriate.

_____ (Initial Here)