



Extracurricular Grant Policy  
2024 – 2025

**Purpose**

The Extra Grant program of the Bremen Partnership for Education will support Bremen Public School staff and volunteers with equipment, materials, registration fee and travel expense needs that foster the creation and continuation of extracurricular programs. These programs include but are not limited to, specific activities clubs, performance groups, athletic teams and academic teams.

**Grant Specifics**

- Program grants up to \$1,000.
- All requests must be for school sanctioned activities and led by Bremen Public School staff, volunteers and/or subcontractors.
- Applications are available from the Bremen Partnership for Education office, BEMS and BHS offices. You may also download a copy from [www.bremenpartnership.org](http://www.bremenpartnership.org) or request a digital application by email at [bpspartnership@bps.k12.in.us](mailto:bpspartnership@bps.k12.in.us).

**Preparation and Submission of Grant Applications**

- Completely read this policy and the application forms prior to starting your application.
- The applicant and building principal or supervising administrator must sign the application cover page. (see cover page for details).
- Applications may be handwritten or typewritten.
- Please be as thorough as possible with the details and intentions of your request. You may be contacted for further information by a member of the Partnership for clarification or further information on your application.
- Extra Grant Applications with Cover Page can be submitted by midnight of the deadline date in the following ways:
  - Via mail to Bremen Partnership for Education, Attn: Extra Grant Program, 512 W. Grant Street, Bremen, Indiana 46506
  - Emailed to [bpspartnership@bps.k12.in.us](mailto:bpspartnership@bps.k12.in.us)
  - Dropped off at the administration office (512 W. Grant St.) in a sealed envelope.



### **Proposal Evaluation and Acceptance**

- Applications are evaluated by the Grant Review Committee.
- The Superintendent of Schools will review the proposed projects to ensure they fall within the vision and mission of the school system.
- The Grant Review Committee will bring their recommendations for funding to the Partnership Board, which will approve grants by majority vote.
- Applications will be evaluated individually with consideration for the following:
  - Impact on the organization, number of participants and how the activity will be enhanced.
  - Measurability of success/evaluation potential.
  - Sustainability and perpetual impact on the organization.
  - Innovation – uniqueness of project the effect it will have on student participants.

### **Grants May Not Be Used For**

- Materials/equipment not directly related to the program.
- Compensation for school staff, volunteers and/or subcontractors.
- Student scholarships.
- Materials, supplies or equipment normally funded by Bremen Public Schools.

### **Award Announcements and Payments**

Grant award notification will be made within 30 days of the final vote by the Partnership Board. Distribution will be made to the Bremen Public Schools restricted to the purpose of the grant.

### **Grant Follow Up Report**

Grant award notification will be made within 30 days of the final vote by the Partnership Board. Distribution will be made to the Bremen Public Schools restricted to the purpose of the grant.