



**GOLDEN BELL EDUCATION FOUNDATION**  
**2023 Grant Request Application Guidelines**  
**“Supporting Schools Today, Developing Leaders Tomorrow”**

**Applications Open: Monday, February 6, 2023**  
**Applications Close: Friday, March 24, 2023 at 5 PM**

**I. Introduction:**

The Greater Boca Raton Chamber of Commerce Education Foundation, commonly known as The **Golden Bell Education Foundation**, was formed to accept monetary and in-kind contributions from the business community and the community at-large to grant those resources out once a year to public schools in Boca Raton. The Golden Bell Education Foundation is governed by a Board of Directors that makes determinations regarding the disposition of resources donated to the Foundation. These guidelines will govern the awarding of resources under the control of the Foundation.

**II. Grant Guidelines:**

- **Elementary School Level:** Promotion of career and/or academic awareness as it relates to literacy, math, or science Initiatives. An example in this category could include materials that enhance literacy, math, or science skills.
- **Middle School Level:** Experiential Education as it relates to Career and/or Academic Exploration and Development and/or the Core Curriculum. An example could be a situation where students gain experience in a certain area of work or a profession.
- **High School Level:** Career and/or Academic Preparation as it relates to the Core Curriculum and/or Academy Curriculum. An example in this category could be items needed to enrich the learning in an academy program.

The Board of Directors, in reviewing grant request applications, will consider the following **positively** in the allocation of resources:

1. Literacy and Career Awareness or Career Exploration or Career Preparedness as it relates to the teaching of any subject
2. Literacy and Career Awareness or Career Exploration or Career Preparedness programs that expand already existing, basic curriculum, e.g.: writing, mathematics, science and social studies
3. Literacy and Career Awareness or Career Exploration or Career Preparedness programs to improve staff's capability to instruct students
4. Literacy and Career Awareness or Career Exploration or Career Preparedness programs available on a non-selective basis
5. Grant requests that impact a large number of students is favored.

The Board of Directors, in reviewing grant request applications, will **not consider** the following for allocation of resources:

1. Programs that discriminate on any level
2. Programs of a political or religious nature
3. Underwriting costs for fundraising events
4. General/administrative expenses, such as routine operating expenses or office supplies
5. Compensation for instructors, administrators or consultants
6. Computer/technology that is already provided by the Palm Beach County School District
7. Funding for gift cards
8. Athletic teams or events
9. Athletic traveling expenses

### **III. Grant Application:**

A. Grant applications open Monday, February 6th, 2023 and are available online at: [www.goldenbelleducationfoundation.org/our-grant-program](http://www.goldenbelleducationfoundation.org/our-grant-program)

B. All grant request applications shall be submitted online to the Golden Bell Education Foundation with the approval from the principal of each school.

C. Grant request applications will be considered once each year. Deadline for submissions is Friday, March 24th, 2023 at 5:00PM. Any grant application submitted after this deadline will not be considered.

D. In the case of an emergency grant consideration, the necessity of filing a grant request application by the above described deadlines may be waived at the discretion of the Board of Directors.

E. The grant request application shall be prepared and electronically submitted with approval from the principal of the school requesting the grant and the teacher who will be the main contact for the program funded. Contact information for the teacher must be submitted.

F. Incomplete grant request applications will not be accepted.

### **IV. Analysis of Grant Application:**

Once the application portal has closed, we review all grant requests with the Palm Beach County School District administration to assess the impact, importance, and necessity of all requests.

A. Within sixty (60) days after the deadline for grant application, the Board of Directors will convene to review the grant applications submitted prior to the deadline. Grant request applications will be approved, denied, or held pending for up to ninety (90) days after the application deadline, at which time the applicant will be notified of the decision.

B. Board members shall be provided with copies of all grant applications being considered.

C. At the grant application review meeting, the members of the Board shall discuss the merits of the grant applications. In the event a member of the Board has any degree of substantial involvement with

the grant request applicant, such member shall be entitled to discuss the merits of that particular grant request application but shall not be able to vote on recommendation of such grant request application.

D. The Board of Directors shall vote to approve or disapprove a recommendation regarding each grant request application. A simple majority shall be required to approve an allocation of resources to a grant request.

**V. Rights Reserved:**

A. Where appropriate, the Board of Directors may have the right to secure in-kind services within the community rather than fund a grant request. Once the in-kind services are obtained, those services will be carried out at the discretion of the service provider and the grant applicant.

B. The Board of Directors reserves the right to partially fund grant requests.

C. The Board of Directors reserves the right to obtain more information to clarify the grant request application.

**VI. Accountability and Reporting Requirements:**

A. The grant applicant receiving an award of a grant may be asked to provide an accounting of such funds by returning receipts to the Golden Bell Education Foundation within one hundred and eighty (180) days after receiving funds to be eligible again for the next grant period. Such receipts must show that the funds have been applied and used for the purposes that were provided for in the grant application.

B. The grant request application must provide a comparison (year to year) test results if applicable and complete an in-depth feedback form provided by the Board of Directors relating to the inception, monitoring and results of the granted program.

C. Applicant understands that site visits from Golden Bell will take place after the grant has been awarded.

D. The grant request application shall provide that the grant applicant agrees with the above-described accountability standards.

**VII. Amendments:**

A. These guidelines may be amended at any time by a majority vote of the Board of Directors of the Golden Bell Education Foundation.