



Briarwood Education Foundation

Grant Request Process

2024-2025

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
- Principal Approval
- Briarwood Foundation Committee approval. Once the committee approves the grant, the request is sent to the Greater Kansas City Community Foundation for the disbursement of funds.

FORMS THAT NEED TO BE COMPLETED WHEN REQUESTING A BRIARWOOD FOUNDATION GRANT:

1. 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.
2. For all technology requests, please ensure the requested technology is compatible with district systems, and must be approved by the Coordinator of Instructional Technology.

REQUEST FORM

Staff Member(s) Requesting: _____

Grade or Department: _____

Approx. Number of Students to benefit: _____

Item(s) Requested: _____

Item(s) Requested: _____

The Briarwood Foundation benefits education programs and projects at Briarwood Elementary School in the Shawnee Mission School District. The Briarwood Education Foundation is a charitable fund at the Greater Kansas City Community Foundation. The Community Foundation is a public charity, so donors receive the maximum tax deduction allowed by law for their donations. Consult your tax advisor for further information.

Purchasing Options	COST	SHIPPING COSTS
1.		
2.		
3.		

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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?

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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)

Signature/Date:

Principal signature/date:

Briarwood Foundation Chair signature/date:

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