Enclosed is the proposal form for projects requesting BSEP funding for the 2012-2013 school year. Please read this page and follow the instructions on the first page of the application precisely.

The BHS BSEP Site Committee will evaluate each proposal carefully. The committee looks for clarity – clarity about what the program is, its goals, and how they support our school wide goals identified in our WASC School Wide Action Plan. How it will be carried out and how its effectiveness and success will be evaluated. It is also important that you clearly itemize all of the expenses for the project.

This year, the committee has developed two additional tools that are used to evaluate proposals, and programs that receive current funding from BSEP. The Rubric is a tool that we use in our committee deliberations to rank proposals, and although high ranking in the Rubric is not the only or the decisive criterion for funding, it is an important one. We have also developed a Program Evaluation Framework that is used by committee members to evaluate programs that receive funding from BSEP. We believe it is a useful reference for developing proposals, since, if funded, programs will be evaluated using this tool. We have therefore attached both the Rubric and the Evaluation Framework as part of this proposal package.

All Committee meetings set aside time for public comments. You may avail yourself of this opportunity to speak about your proposal to the Committee. To make our meetings more productive, we encourage you to let us know in advance if you plan to attend and speak at one of the meetings. Please contact Belinda McDaniel at belindamcdaniel@berkeley.net

**If your proposal involves personnel, note that you must complete the Position Planning Worksheet, which is attached, and fax it to the District BSEP Office (FAX: 644-8923) by February 21, 2012** for verification of personnel costs. District staff will project the approximate salary and fringe benefit cost of your proposal and forward that information to the BSEP Site Committee for inclusion with your application.

All proposals must be typed or word processed. You can obtain a sample proposal from Belinda.You can also request a digital copy of this application by sending an e-mail to Belinda McDaniel, at belindamcdaniel@berkeley.net

Proposals must be received by Belinda McDaniel in the Administration office by 12:00 p.m. on Monday, February 27, 2012.

Please note\* These proposals must be signed by your administrator by Feb. 21!

APPLICATION GUIDELINES (please review this important information carefully)

1. All applications must be either typed or word processed.
2. Requests will be reviewed by the BHS BSEP Site Committee, which is composed of parents, students, staff and the principal. Conflict of interest rules prohibit any person from sitting on the BHS BSEP Committee who would stand to benefit financially (either him/herself or a close family member) from the use of these BSEP dollars.
3. BSEP funds are intended for direct student services and activities. BSEP funds cannot, by law, be spent for individual scholarships, travel allowances, gifts, prizes of any kind, or for uniforms or costumes that will be kept by individual students. These are considered “gifts of public monies” and are prohibited by the State of California Education Code. In addition, BSEP funds cannot be used to pay off outstanding debts, for trips to destinations outside the State of California, for staff development, or for administrators who do not have direct contact with the students as part of the proposal.
4. Personnel hiring for funded proposals will be competitive within the District. BUSD Personnel Policy will be followed, and salary will be according to the District pay scale for both Classified and Certificated personnel.
5. Any application that includes funds for personnel must include a completed Position Planning Worksheet for each proposed position (page 4 of this application). **The Position Planning Worksheet must be submitted to the District BSEP Office (FAX: 644-8923) by February 21, 2012, for verification of personnel costs.**
6. Requests for funding of technology must include provisions for security.
7. Do not write on the back of proposal pages. If you submit supporting information, please label each piece with your name and the title of the proposal. All supporting materials must be in one 9 x 12 envelope and will not be returned. The BHS BSEP Site Committee may contact you for additional information on your proposal or you may be invited to attend a meeting to clarify your proposal. BSEP Committee meetings are open meeting with a public comment period open to all.
8. Proposals for funding must be:
   1. **Signed by your Administrator by February 21, 2012.**
   2. Received by Belinda McDaniel in the Administration office by 12:00 p.m. on Feb. 27, 2012.

Title of Proposal:

Proposal Writer(s):

Proposal Writer’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proposal Writer’s E-mail:

Primary Contact Person: Phone:

Contact address: E-mail:

Primary Proposal Writer’s Signature: Date:

BHS Administrator who will supervise this program:

Name (please print): Signature:

Title:

Dollar amount requested (if known): $

1. Describe your project. (Two paragraphs maximum)
2. What is the overall objective (mission) of the program? (One paragraph maximum.)
3. What *specific* goals (outcomes) is the program intended to produce? (Goals are time specific and include numeric or qualitative benchmarks. For example, “80% of program participants achieve grade level reading by the end of the semester.” One paragraph per goal.)
4. How will you measure progress toward achievement of these goals? (For each goal listed in item 3, state the metric that you will use to track progress and how it will be applied. A metric is a specific measurement of an outcome or activity. Related to the example in 3, this could be “Reading level assessment”. Even qualitative aspects can be measured, for instance, through surveys. Include how you will track progress, for example, “Weekly application of reading quizzes and monthly testing.” One line per metric.)
5. Describe the specific activities that you plan to carry out as part of the program and explain how each of these is related both to the mission and to the program goals as set forth in 2, 3 and 4 above. (One paragraph per goal).
6. How will you assess whether your objective(s) have been achieved? (One paragraph)
7. Has this project been funded by BSEP before? \_\_\_\_ Yes \_\_\_\_\_ No

Provide a summary of how the funds were spent.

1. If you answered yes to question 7, what, if any, new components have been added in the proposal for 2012-2013 funding?
2. If you have applied elsewhere for total or partial funding of this project, list the name of the organization(s) from which the application is pending and the date(s) you expect funding notification. If you have not applied for funding elsewhere, specify why not.

1. How many students will be served by your project?
2. Which small learning communities/departments?
3. Identify the *primary* target population(s) for your project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Ethnicity** | **Academic achievement level** | **Alternative Needs/Classes** | **Other** |
|  |  |  |  |  |
| * All | * All | * All | * Special Ed | * Parents |
| * 9th | * African American | * Top performers | * ELL | * Other: |
| * 10th | * Asian Pacific Islander | * Middle performers |  |  |
| * 11th | * Caucasian | * Below grade level (D–F) | * Other: |  |
| * 12th | * Chicano/Latino | Other: |  |  |
|  | * Other: |  |  |  |

1. Describe the background and qualifications of the person(s) who will be leading, teaching, planning or providing the program. (One paragraph per person, but you may attach a CV if necessary)
2. Provide a detailed, itemized budget for all activities, materials and personnel costs, to be funded by BSEP in the proposed project. Use additional pages, as necessary.

***Reminder: If your proposal involves funding for personnel, you must complete the attached Position Planning Worksheet and fax it to the District BSEP Office (FAX: 644‑8923) by February 21, 2012, for verification of personnel costs.***

**FAX one copy of this form for each position requested to the District BSEP Office at 644-8923 on or before February 21, 2012. Call Mary Hurlbert (644-8717) if you need assistance filling out this form.**

**Position Planning Worksheet**

1. Position Title:
2. Name (if known):

List any other BUSD position currently held by this individual:

1. Brief description of position and list of duties:
2. Position Classification:

CERTIFICATED: Monthly Hourly Substitute

CLASSIFIED: Monthly Hourly Substitute

OTHER (e.g., Extra Duty, Stipends, Substitutes) Specify:

1. Start date: End Date:
2. Hours to work per week: Number of weeks per year:
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =

# hours or days/week # weeks/year Total time budgeted for year

(circle one) (hours or days - indicate one)

1. Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**BSEP OFFICE USE ONLY**

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_+\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  # hours or rate of pay Total Wage Fringe Total Cost of Position  % FTE |