



STUDENT GRANT APPLICATION

Years 3 - 13

Turning your idea into action!

Have an idea that could make a difference at BISB?

The BISB Parent Association student grant programme gives you the opportunity to turn ideas into action.

Whether you would like to create something new, improve something at school or support others, we want to hear about it!

Use this proposal to share your idea, explain why it matters, and show how you could make it possible.

This guide is designed to help you think through your idea. You do not need to have everything figured out — ideas develop along the way!

Please send the completed application together with any supporting documentation to the Parent Association via email to parent.association@bisboston.org

1 Student Information

Student name(s):	
Age / Grade:	
Teacher supporting your proposal:	
This is a:	☐ Individual student project ☐ Group student project
Other students involved (if group project):	

2 Your Idea

What would you like to create, change, improve, or introduce at BISB?

Tell us about your idea in your own words:

Proposal title:

3 Why Does Your Idea Matter?

What problem, opportunity, or need have you identified?

Explain what made you think of this idea. You could include:

- ☐ Something you think could be improved
- ☐ A problem students or families experience
- ☐ An opportunity to make your school or community a better place
- ☐ Something you are passionate about

Who would benefit from your idea?

- ☐ Students
- ☐ Teachers / staff
- ☐ Families
- ☐ School community
- ☐ Wider community
- ☐ Other:

Tell us more:

4 What Would You Like to Achieve?

What would success look like?

What do you hope will happen if your idea is approved? Describe the difference you hope your project will make.

5 Your Plan

How would you make your idea happen?

Break your idea into simple steps. Don't worry about having the perfect plan — we know ideas develop along the way.

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

What challenges might you face?

6 Who Would Need to Be Involved?

Think about the people who could help you make your idea happen. How could they help?

What would you be responsible for?

7 Resources & Budget

What would you need?

List any resources, equipment, materials, space, technology, or other support you might need.

Estimated budget

Provide your best estimate and a simple breakdown of the costs.

Item / Description	Estimated Cost
	\$
	\$
	\$
	\$
TOTAL	\$

Are there other ways you could get the items you need — for example, donated, borrowed, reused, or provided by the school? If you don't know a cost yet, explain what you would need to find out.

8 Timeline

When would you like to start and finish your project?

Please note: this process doesn't happen overnight — good ideas take time to develop!

Proposed start date	
Proposed completion date	

What needs to happen? When? If your project/initiative is ongoing, who will run it next year?

9 Measuring Success

How will you know whether your idea has worked?

Think about what you could measure, count, or observe. For example:

- ☐ How many people take part
- ☐ Feedback from students or families
- ☐ A survey
- ☐ Money raised
- ☐ Something created or completed
- ☐ A change you can see

10 Student Commitment

Why are you the right person or group to make this idea happen?

Tell us what you can bring to the project — skills, experience, enthusiasm, teamwork, or commitment.

11 Teacher Comments & Confirmation

Please explain why you believe this student / group is ready to develop and present this idea.

Teacher confirmation

I confirm that I have discussed this proposal with the student(s) and am willing to support them to deliver this idea.

Teacher name:	
Signature:	

12 Senior Leadership Team Review

The proposal must be reviewed and signed off by the school's Senior Leadership Team before it is submitted for presentation to the Parent Association Board.

Name:	
Date / comments:	

Any comments / suggestions: