Questions?
Contact the Foundation
at 281-5149 or
foundation@billingsschools.org

EDUCATION FOUNDATION
BILLINGS PUBLIC SCHOOLS

SPARK AWARDS

Supporting-Possibilities-Achievement-Resources-Knowledge

SPARK Awards-How to apply (formerly Classroom Grants

A quick guide for SD2 educators
SPARK Awards supports creative, student-centered classroom ideas across Billings Public Schools. Applying is simple, flexible, and designed to support you, not overwhelm you.

1. Start your application anytime
https:/www.grantinterface.com/Home/Logon?urlkey=billings (you will need to create an account if you don't have one)

Applications are open year-round. When you submit, your project will be reviewed in the next cycle:

- October (will open in late August)
- January (will open in November)
- April (will open in January)

If not selected right away, your application remains active for up to one year and is automatically reconsidered in future cycles.

2. Describe your project clearly
Think of this as a short conversation with the Foundation. Your application will ask you to explain:

- What you want to do
- Why it matters for your students
- Who will benefit
- How the project will work
- What you expect students to learn or experience
- The basic timeline

Use plain, simple language. No formal jargon needed.

3. Build a simple, itemized budget

- List the items you plan to purchase and exact costs, including shipping
- You can browse typical prices on vendor sites to guide your planning
- You do not need to know ClassWallet pricing ahead of time
- Provide links to the items you are requesting

4. Hit submit and you're in the next cycle

After submitting, you'll receive a confirmation email explaining:

- When your project will be reviewed
- What to expect next
- How to get help if needed

If your project is not funded in its first cycle, you may revise or strengthen it before it is reviewed again.

5. If funded: Shop through ClassWallet

Awarded projects receive funding through ClassWallet, a secure purchasing platform. No money will be distributed to any district accounts. You will:

- Receive a ClassWallet activation email
- Log in to see your award amount
- Shop approved vendors (such as Amazon, Office Depot, Scholastic, etc.)
- Order items directly to your school
- Never pay out-of-pocket or submit receipts
- Some vendors may not be included in ClassWallet. The Foundation will work with you to order directly from the vendor.

View a list of approved vendors here: https://efbps.org/wp-content/uploads/2026/01/classwallet-vendor-list.pdf

6. Complete a very short final report

When your project wraps up, you'll submit a brief reflection and upload 1–3 photos or a short video. This helps us share your impact with donors and continue growing the program. Reports are intentionally simple and take just a few minutes.

7. Need Help? Just Ask.

The Foundation is here to support you. If you ever have questions—about your idea, writing the application, budgeting, ClassWallet, or reporting—please reach out. We're happy to help at any stage.

You have a great idea. Let's bring it to life!
Apply today at: https://www.grantinterface.com/Home/Logon?urlkey=billings

Thank you to our supporters who have made the SPARK Awards possible!

First Interstate Bank

SCHEELS – BILLINGS –

Builder's Exchange of Billings

PHILLIPS 66

Downtown Billings Rotary

town pump