

# The School Foundation 2012-2013 Grant Cycle

## General Grant Information

The School Foundation seeks grant requests that: **promote excellence in academic achievement, build community involvement, or encourage innovative leadership.** Grant applications for the 2012-2013 school year will be accepted from Florence School District One Educators until **APRIL 20, 2012.**

### Grant Categories

There are **two** grant categories this year: **Major Grants** and **Mini-Grants**

**Major Grants** should seek to have a broad impact across the entire school district and help prepare our students for success in a worldwide economy.

**Mini-Grants** should seek to bring innovative learning opportunities into individual classrooms.

### Review Process

- ✓ The Foundation Grants Committee will review each complete grant application it receives.
- ✓ Depending upon the number of grant requests and the complexity of the applications, the review process will take approximately 30 days.
- ✓ The Committee may request additional information from the applicant, school administrators or curriculum coordinators.
- ✓ The top three major grant candidates will be required to give a presentation on their proposed grant to the Grants Committee, which will not exceed thirty (30) minutes.
- ✓ Applications recommended for funding by the Committee will then be reviewed and approved by the Board of Directors. Once grant materials have been received, they remain the property of the school that was the recipient of the grant unless otherwise approved by The School Foundation.

### Review Criteria

The Grants Committee uses a combination of objective and subjective criteria when evaluating grant requests. Requests that clearly meet more criteria will generally be viewed more favorably during evaluation.

In general, high value criteria include innovation, creativity, educational value, student involvement and project director commitment. Additionally, those applications that clearly and concisely describe the project and anticipate positive benefits for students in the form of achievement, motivation and character development will be favored during the evaluation process.

\*\*The Foundation will not be able to fund all requests due to budgetary constraints. This does not mean that a rejected request is inappropriate or unsatisfactory.

**Who can apply for a grant?**

The grant process is open to instructional staff within Florence School District 1.

**Where may I obtain an application?**

Applications are available on The School Foundation website ([www.theschoolfoundation.org](http://www.theschoolfoundation.org)) and on the Florence School District One website ([www.fsd1.org](http://www.fsd1.org)).

**Where do I submit the application?**

Completed applications for Major Grants should be received in the Assistant Superintendent for Instruction's Office at 319 S. Dargan Street in Florence, SC. Mini Grant applications should be received at the office of The School Foundation, 320 West Cheves Street, Suite 175, Florence, SC. **All grants must be received on or before 4:00 p.m. on APRIL 20, 2012.**

**How many copies of the application should I submit?**

Submit one original with nine copies.

**What is the scoring process?**

The School Foundation Grants Committee will evaluate the applications and make a recommendation to the Board of Directors of The School Foundation.

**Should I include the name of my organization on the application?**

The name of the organization, contact person and his/her immediate supervisor/principal should be stated on the cover page.

**When will grant decisions be made?**

Notification of grant funding will be made within 30 days after the proposal deadline by letter from The School Foundation.

**What is the appropriate request amount?**

**Major Grants** - must be for \$10,000 or greater and have the potential for district-wide impact

**Mini-Grants** – must range from \$200 to \$500

**May I request funding for more than one year?**

No, you will need to resubmit your application each year.

**May I recreate the application on computer?**

Yes, but your application should be the same format as the paper copy of the application. Use a Times New Roman 12-point font.

**Are signatures required?**

Yes. All applications must contain signatures of the contact person and his/her supervisor/principal.

**Is there a limit on the number of pages that I may submit?**

Yes.

**Major Grants** – The Grant Request Cover Sheet consists of one (1) page; the Executive Summary is limited to one (1) page; the narrative is limited to fifteen (15) pages; the budget narrative is limited to one (1) page. The total number of allowable pages is **eighteen (18)**.

**Mini-Grants** – The application is limited to a maximum of **five (5)** pages.

**How will The School Foundation follow-up with proposals that are funded?**

The School Foundation will host an Awards Reception in May of 2012. Follow-up visits to instructional areas may be made by members of The School Foundation Board of Directors and Executive Director.

**If I have questions about this process or suggestions for improving this grant application process, whom should I contact?**

You may email the Assistant Superintendent for Instruction at [rkoon@fsd1.org](mailto:rkoon@fsd1.org) or the Executive Director of The School Foundation at [dhyler@theschoolfoundation.org](mailto:dhyler@theschoolfoundation.org).



## 2012-2013 Major Grant Application Information

*The School Foundation seeks grant requests that promote excellence in academic achievement, build community involvement, or encourage innovative leadership.*

Thank you for your interest in a 2012-2013 major grant from The School Foundation. The information that you submit in the Major Grants application will provide The School Foundation Grants Committee with the data it requires to make a judgment regarding the funding of your project.

Applications will be reviewed on a competitive basis and a limited number of grants will be awarded. The minimum amount awarded for a Major Grant is \$10,000. The deadline for the receipt of grant application is 4:00pm on APRIL 20, 2012. Major Grants should seek to have broad impact across the entire school district. Monies may be used to purchase materials needed to accomplish the project and/or to hire consultants to assist with the project. *Funds are to be used to supplement existing school programs, not to supplant them.* **Funds may not be used to:** a) pay the salaries of employees of the Florence County School District 1 or b) pay for major equipment purchases, unless they are absolutely critical to the project proposal and cannot be financed in any other manner. Once the grant materials have been received, they remain the property of the school that was the recipient of the grant unless otherwise approved by The School Foundation.

The **grant period** may begin no earlier than August 2012 and the project funds must be spent within the school year. An Interim Project Report and Final Report will be required, and a site visit may be conducted by The School Foundation staff and/or board during the grant period. The Grants Committee will review each application.

Please keep specific questions in mind when developing grant proposals:

- Is the project proposed an innovative solution to the stated problem or issue?
- Does the project have promise of improving your school by addressing a specific school-wide issue?
- Does the project team have the capacity to implement the proposed program?
- Are the statement of purpose and procedures for carrying out the proposed project clear?

- Are the plans for evaluating the project suited to the nature of the project?
- Is the budget request reasonable and sufficiently detailed?

The **original** with **nine copies** of the application must be received in the Assistant Superintendent for Instruction's Office at 319 S. Dargan Street in Florence, SC **on or before 3:30 p.m. on APRIL 20, 2012**. The School Foundation will acknowledge receipt of each application. **NOTE: The Grants Committee will not review any application that is not complete.**

## Outline for Major Grant Proposal Preparation

Each topic/criteria listed below should be explained to a level that will allow the Grant Committee members to understand the scope of the request. The relative evaluation weight for each proposal section appears to the right of the corresponding requirement (100 total point scales). **Allowable number of pages - 18**

<b>Section</b>	<b>Requirement</b>	<b>Point Value</b>
A. Grant Request Cover Sheet	This sheet must be completely filled-out and must be signed by the Project Director and the appropriate administrator (Principal, Director, or Superintendent).	0
B. Executive Summary: Description of Grant Proposal	The summary provides the evaluation committee with an introductory overview of the grant proposal. Included should be: the purpose of the proposal, procedures, and expected benefits or results. <b>Note: this should be one page or less.</b>	5
C. Statement of Need	This section should explain the need for the project and should be supported by data. For example, a curriculum project should be supported by the need or reasons why a new or supplemental curriculum is needed. The proposal should list current data (e.g. poor state assessment results) that are specific to the classroom, school, or district-wide need that is being addressed.	10
D. Responding to Needs	This section should be a direct response to the needs that were discussed in Section C. The project being proposed should address the area of need and should be based on promising practices and/or research. For example, if an instructional project is being proposed, there should be some evidence cited that the instructional approach has worked in a similar setting. <b>Points will be awarded for innovative and creative approaches.</b>	25
E. Project Goals, Objectives, and Impact	Project goals and objectives should be clearly and succinctly stated. Objectives should be measurable. This section should clearly state the anticipated impact the project will have on the area being addressed (e.g., students' success, teachers' professional skills, programs, curriculum, or the entire district).	20
F. Methods, Techniques, Procedures, and Materials.	This section should state the methods, techniques, specialized training, and procedures to be used on the project. Materials that will be required for the project should also be listed with an explanation of how the materials enhance or support the project objectives.	10
G. Timetable for Completion	This section will specify proposed starting and ending dates as well as key project benchmarks.	5
H. Plan for Sustainability	This section should address how the proposed project will be sustained after the initial School Foundation funding has been completed.	5
I. Evaluation Plan	This section describes the standards of measurement to be used for determining if the project objectives have been met. Evaluation timelines, methods, and assessments should be clearly stated.	10
J. Itemized Budget	This section should describe expense projections over the lifetime of the project. Be certain to list all project costs and the amount that is being requested from The School Foundation. If funding from sources beyond The School Foundation is required, please be specific about the origin of the funding and provide written assurances from the district that those other funds are already committed. List in-kind contributions by the school, district, and volunteers, if applicable.	5
K. Closing Summary	This should be just a few sentences (3 – 5) that summarize your commitment to the project and to evaluating its level of success.	5



**~The School Foundation Major Grant Request Application Narrative Outline~  
(=>\$10,000)**

**Executive Summary Description of Grant Proposal.** The Executive Summary is limited to one (1) page.

The summary provides the evaluation committee with an introductory overview of the grant proposal in one page or less, highlighting its purpose, procedures, and the expected benefits or results.

**Detailed Project Description.** The Detailed Project Description is limited to fifteen (15) pages.

The detailed project description should, at a minimum, address the following:

- How the project will supplement the curriculum and/or address a specific problem and/or to enhance the learning experience.
- Explain supporting theories, hypotheses, buzzwords and acronyms.
- Project Goal(s) and Objectives: Goals and objectives should be clearly and succinctly stated.
- Methods, techniques, procedures to be used on project.
- Timetable for completion
- Material needed for Project
- Anticipated impact on students, teachers, programs, curriculum, teaching methods or the entire district.
- How the project will promote excellence in academic achievement, build community involvement, or encourage innovative leadership.
- Plans for project sustainability after project completion.
- Plan for Evaluation and Follow-up
- The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results.
- Closing Summary -- A few sentences summarizing your commitment to the project and to evaluating its level of success.

**Itemized Budget for the Project.** The budget narrative is limited to one (1) page. Expense projections over time and funding from other sources, if applicable. If the Foundation is being asked to fund a portion of the project, please provide written assurances from the district that the remainder of the funds is already committed. List in-kind contributions by the school, district, and volunteers, if applicable.

The total number of allowable pages is eighteen (18).



**~The School Foundation Major Grant Request Cover Sheet~  
(=>\$10,000)**

\_\_\_\_\_

Title of Project \_\_\_\_\_ Amount Requested \_\_\_\_\_

Total Number of Students Served by This Grant \_\_\_\_\_ Please break down this number below:

Pre-Kindergarten \_\_\_\_\_ Kindergarten \_\_\_\_\_

Grades 1-5 \_\_\_\_\_ Grades 6-8 \_\_\_\_\_

Grades 9-12 \_\_\_\_\_

Submitted by:

Name of School(s) \_\_\_\_\_

Principal/Director/Superintendent \_\_\_\_\_ Phone \_\_\_\_\_

Project Director \_\_\_\_\_

Title/Position/Location \_\_\_\_\_

Email \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Co-Project Director (if applicable) \_\_\_\_\_

Title/Position/Location \_\_\_\_\_

Email \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Project Director's Signature \_\_\_\_\_

Principal/Director/Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*ONE ORIGINAL AND 9 COPIES OF THE GRANT APPLICATION MUST BE SUBMITTED  
\*\*INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**



## 2012-2013 Mini-Grant Information

Thank you for your interest in a 2012-2013 Mini-Grant from The School Foundation. The information that you return on the attached application will provide The School Foundation Grants Committee with the data it requires to make a judgment regarding the possible funding of your project.

Applications will be reviewed on a competitive basis and a limited number of grants will be awarded. In general, grant amounts will be between \$200 and \$500. **The deadline for the receipt of grant application is 4:00pm on APRIL 20, 2012.** Proposals should identify special problems, opportunities or circumstances, and present a thoughtfully developed plan for dealing with that issue. Monies may be used to purchase materials needed to accomplish the project and/or to hire consultants to assist with the project. *Funds are to be used to supplement existing school programs, not to supplant them.* **Funds may not be used to:** a) pay the salaries of employees of the Florence County School District 1 or b) pay for major equipment purchases, unless they are absolutely critical to the project proposal and cannot be financed in any other manner. Once the grant materials have been received, they remain the property of the school that was the recipient of the grant unless otherwise approved by The School Foundation.

The **grant period** will begin in August 2012, and the project funds must be spent within the school year. A Project report and final report will be required, and a site visit may be conducted by TSF staff and/or board during the grant period. The Grants Committee will review each application using the following criteria:

- clearly defined learning objectives;
- direct involvement and benefits to students;
- creativity and innovativeness;
- involvement of parents, community members or businesses;
- evidence that the project addresses a significant need;
- potential for adaptation by other teachers;
- the number of students reached; and
- a cost-effective budget.

You may want to include how you have collaborated with community and school partners to develop this proposal. Please keep specific questions in mind when developing grant proposals:

- Is the project proposed an innovative solution to the stated problem or issue?
- Does the project have promise of improving your school by addressing a specific school-wide issue?
- Does the project team have the capacity to implement the proposed program?
- Are the statement of purpose and procedures for carrying out the proposed project clear?
- Are the plans for evaluating the project suited to the nature of the project?
- Is the budget request reasonable and sufficiently detailed?

The completed application must be mailed or hand delivered to The School Foundation, 320 W. Cheves Street, Suite 175, Florence, SC 29501.

**All application materials must be received by The School Foundation no later than 4:00pm on APRIL 20, 2012.** We will acknowledge receipt of each application.

**NOTE: The Grants Committee will not review any application that is not complete.**

The School Foundation Mini-Grants are designed to support creative classroom, outreach or enrichment projects submitted by teachers, media coordinators, guidance counselors or other education professionals. Groups/teams as well as individuals are invited to apply. **Grantees will be expected to produce materials which facilitate project adaptation by other teachers.**

## Outline for Mini Grant Proposal Preparation

Each topic/criteria listed below should be explained to a level that will allow the Grant Committee members to understand the scope of the request. The relative evaluation weight for each proposal section appears to the right of the corresponding requirement (100 total point scales).

### Maximum allowable pages - 5

Section	Requirement	Point Value
A. Grant Request Cover Sheet	This sheet must be completely filled-out and must be signed by the applicant and the applicant's Principal.	0
B. Project Summary: Description of Grant Proposal	The summary provides the evaluation committee with an introductory overview of the grant proposal. <b>Note: space for the summary is included on Mini-Grant Cover Sheet.</b>	5
C. Statement of Need	This section should <b>either</b> : explain a specific school or classroom need that will be addressed by the proposal; <b>or</b> , address a curriculum goal that, if supplemented, would enhance the learning experience.	10
D. Responding to Needs	This section should be a direct response to the need that was discussed in Section C. The project being proposed should be an <b>innovative and creative</b> approach to addressing the identified need.	20
E. Intended Outcomes	This section should clearly state the anticipated impact the project will have on the area being addressed (e.g., students' success, teachers' professional skills, programs, curriculum, or the entire district). Specific project objectives should also be stated.	15
F. Methods, Techniques, Procedures, and Materials.	This section should state the methods, techniques, specialized staff training, and procedures to be used on the project. The applicant should specify if parents, community members or businesses will be involved in the project. Materials that will be required for the project should also be listed with an explanation of how the materials enhance or support the project objectives.	15
G. Timetable for Completion	This section will specify proposed starting and ending dates as well as other project benchmarks.	5
H. Potential for Replication	This section explains how the project could serve as a model for other instructors or classrooms. The applicant will need to explain how the project results will be communicated to other school personnel. There must be a plan developed that will facilitate project adaptation by other teachers.	15
I. Evaluation Plan	This section describes the standards of measurement to be used for determining if the project objectives have been met. Evaluation timelines, methods, and assessments should be clearly stated.	10
J. Itemized Budget	This section should describe expense projections over the lifetime of the project. Be certain to list all project costs and the amount that is being requested from The School Foundation. If funding from sources beyond The School Foundation is required, please be specific about the origin of the funding and provide written assurances from the district that those other funds are already committed. List in-kind contributions by the school, district, and volunteers, if applicable.	5

**~2012-2013 School Foundation Mini-Grant Request Cover Sheet~  
(\$200-\$500)**

**This entire application may not exceed 5 pages.**

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Title of Project Amount Requested

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Target Population: Grade and Subject

Project Summary: (do not exceed the space allowed)

Submitted by: \_\_\_\_\_  
Name(s) of Applicant(s)

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School e-mail address

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Work Phone Home Phone

**Lead Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Endorsement of Principal**

I have read this proposal and approve its implementation within this school. To the best of my knowledge, the materials requested are not available in this school at this time.

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Principal's signature

## 2012-2013 School Foundation Mini-Grant Project Description

**Title of Project:** \_\_\_\_\_

**Target Population:** \_\_\_\_\_

**Number Involved:**

	Grade level(s)	Subject
_____	_____	_____
Students	Faculty	Others

**Total Cost of Project:** \_\_\_\_\_

**Project Description:**

**What curriculum goal or school/classroom need does this project address?**

**What are the innovative or creative aspects of this project?**

**What are the desired results of this project?**

**What will happen in the classroom?** This is the most important part of your application. Explain your project in detail so the Grant Committee can clearly understand the instructional value of the project and how it will benefit students.

**Timeline of project activities.**

**Evaluation: How will you measure results to see if your project has met your objectives?** i.e. test scores, attendance, attitudinal changes in students, student products etc.

**Replicability: How will this project serve as a model for other classrooms?**

**Budget Request:** Please list each item separately with approximate cost. Include materials, supplies, equipment, travel and release time if required.

**\*\*Grants cannot be used to pay salaries of public school personnel.**

**Item** \_\_\_\_\_ **Cost \$** \_\_\_\_\_

**Total Budget Request** \_\_\_\_\_  
(Transfer amount to cover sheet)

**Additional Funds:** Please state any additional materials, labor or dollars needed for this program and how they will be funded – i.e. donations, volunteers, other grants, school funds.