

FOUNDATION FOR FORT MILL SCHOOLS
PROFESSIONAL DEVELOPMENT GRANT APPLICATION
2018

To sustain and promote excellence in teaching, the Foundation for Fort Mill Schools is pleased to offer the Professional Development Grant for the funding of professional development, enrichment and ongoing training for the employees of the Fort Mill School District.

Professional Development grants will be awarded with a value up to \$1000 each. These grants are for the purpose of professional development for a group, or to bring a trainer to FMSD. These grants are to help cover expenses for professional development workshops, training events, or courses. Anyone can apply: teachers, media specialists, guidance counselors, etc.

Applicants should provide a narrative of their Professional Development proposals using the following guidelines. Proposals must meet all standards and guidelines set forth in this document to receive full consideration.

Additional information may be included for clarification.

Please complete the Google form and attach the application, compiled into a single document, at:

[FFMS 2018 Grant Submission Portal](#) (Use CTRL+Click to activate the link)

Only digital submissions via this method will be considered.

Due date is March 9, 2018.

Professional Development Grant Guidelines

GRANT PROPOSAL GUIDELINES		Points
<p style="color: red;">All documents must be included in ONE submittal, whether via URL or PDF. Omission of any of the required information described below (including those items that are not scored) will remove the grant application from consideration.</p>		
TITLE AND INFORMATION PAGE		
<ul style="list-style-type: none"> Please use the template in this link for the Title / Information Page: FFMS 2018 Grant Title / Information Page (Use CTRL+Click to activate the link) <p>From the Google Docs document that opens with this link, select the “File” menu and then select “Download As”, and you can select the format in which to download, to append it to the rest of your application/proposal. The information portion of the page is pre-formatted, but the title portion can be as straightforward, or as creative, as you choose.</p>	Not scored	
EXECUTIVE SUMMARY		
<p>Executive summary page should include an explanation of the benefits of this professional development to both the participant(s) and the students, a summary of the course/seminar/conference, grant amount requested, total dollar amount required (if different from amount requested), and linkable table of contents.</p>		
<ul style="list-style-type: none"> Addresses an identified curriculum/achievement need, and clearly states the targeted need(s) being addressed. Clearly states who and how many will benefit from the development, as well as how they will benefit. 	0 to 35	
<ul style="list-style-type: none"> Gives clear description of project (overview) 	0 to 35	
<ul style="list-style-type: none"> Is supported by research, journal articles, or other factors 	0 to 15	
BUDGET AND OTHER FINANCIAL SUPPORT		
<ul style="list-style-type: none"> Includes defined, prioritized budget with items supporting project objectives and cost of each 	0 to 15	
<ul style="list-style-type: none"> If additional funds are needed to complete the project, the applicant must provide evidence that those additional funds have been secured and committed 	Not scored	
LETTER OF SUPPORT FROM PRINCIPAL		
<ul style="list-style-type: none"> Includes signed letter of support clearly endorsing project on school letterhead 	Not scored	

GRANT PROPOSAL GENERAL INFORMATION

- An individual teacher or several teachers working together can submit a Professional Development grant application.
- Professional Development grants will be awarded with a value up to \$1000 each. Review your budget to include only the amount required to successfully implement your program. The grant committee will award the amount deemed necessary. Grant winners are not guaranteed the amount requested.
- Applications for the 2018-2019 school year are available now and may be submitted via google form until the deadline at midnight on March 9, 2018.
- Funds must be spent by June 30, 2019.
- The Foundation for Fort Mill Schools will acknowledge each grant application upon receipt. Acknowledged grant materials become the property of the Foundation.
- Applications are evaluated and scored by the Grant Committee. A point value for each section is included on page one. Once scored, the Grants Committee will make award recommendations to the Foundation for Fort Mill Schools Board of Directors.
- Grants from the Foundation for Fort Mill Schools are not intended to provide financial support for programs that are normally funded by the Fort Mill School District's operating budget.
- All materials purchased with grant monies must stay within the Fort Mill School District. If the grant recipient moves to another school within the Fort Mill School District the materials may go with the recipient. If the grant recipients are a team, the materials must remain at the originally awarded school. If the grant winner moves out of district, grant items will remain at the originally awarded school.
- If a balance of grant funds remain after the professional development is completed, the grant winner must contact the Foundation's director with the remaining amount and issue a formal written request outlining the remaining balance and specific plans as to how the funds will be utilized. The Grant Committee will review the request.
- Grant award notifications will be sent via email no later than Friday, May 4, 2018. Declined requests will also be sent via email to the applicant by May 4, 2018. All applicants may request feedback.
- An Evaluation Report to be completed by grant award recipients at the end of the grant period (not later than June 30, 2019) is required.
- If you have any questions regarding the grant process, contact info@ffms.org .