

**FOUNDATION FOR FORT MILL SCHOOLS**  
**MCCOLLUM FAMILY FUND FOR THE ARTS IN EDUCATION**  
**2016-2017**

*Grants for projects focused on the arts (music, drama, art, etc.) in the related arts or regular classroom setting will be considered.*

**TO APPLY:** Three grants will be awarded with a value up to \$500.00 each. Teachers should provide a narrative of their The Arts in Education proposals using the following guidelines. Additional information may be included for clarification. In order to receive full consideration, your proposal must meet all the standards and guidelines set forth in this application.

**Please complete the google form and attach your documents at:**

<http://goo.gl/forms/8Bf5q0hXZ1losnbI2> Only digital submissions will be considered. Grants submitted on google docs is preferred. We will also accept a PDF emailed to [grants@ffms.org](mailto:grants@ffms.org). If submitting a PDF, all documents must be included as ONE attachment. **Due date March 3<sup>rd</sup>, 2017.**

PROPOSAL GUIDELINES	Points
<b>INFORMATION PAGE</b>	
✓ Includes project name, name(s) of applicant, position, school, address, email (work, home) and telephone number (work, home)	<b>0 to 5</b>
<b>PROJECT DESCRIPTION</b>	
✓ Gives clear, concise description of project	<b>0 to 20</b>
<b>PROJECT OBJECTIVES &amp; TIMELINE</b>	
✓ Includes specific objectives to achieve project goals	<b>0 to 10</b>
✓ Includes clear and realistic time line for project implementation	<b>0 to 5</b>
<b>BUDGET AND OTHER FINANCIAL SUPPORT</b>	
✓ Includes defined, prioritized budget with items supporting project objectives and cost of each	<b>0 to 10</b>
✓ If additional funds are needed to complete the project a signed letter of support explaining where the funds will come from MUST be included or the grant will not be considered.	n/a
<b>PROJECT EVALUATION</b>	
✓ Includes specific methods for evaluating effectiveness or OUTCOME of project (questionnaires, surveys, test results, District assessments, etc.)	<b>0 to 10</b>
<b>LETTER OF SUPPORT FROM PRINCIPAL</b>	
✓ Includes signed letter of support clearly endorsing project on school letterhead	<b>0 or 5</b>

## McCollum Family Fund for The Arts in Education

### GENERAL INFORMATION

- An individual teacher or several teachers working together can submit an “*The Arts in Education*” grant application for a project that brings the arts into the classroom setting.
- Funding is available UP TO \$500.00 with a minimum of **three** The Arts in Education grants awarded. 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 2016-2017 school year are available now and may be submitted via google form until the deadline at midnight on March 3, 2017.
- Funds must be spent by June 30<sup>th</sup>, 2017.
- **Online submissions only at <http://goo.gl/forms/8Bf5q0hXZ1losnbI2>**
- 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. Additional information may be requested from the applicant or school administrators. 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 items are purchased, 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 and if possible, recipients will be recognized at a School Board of Trustees meeting. Declined requests will also be sent via email to the applicant. All applicants may request feedback.
- An Evaluation Report to be completed by grant award recipients at the end of the grant period is required.
- If you have any questions regarding the grant process, contact [info@ffms.org](mailto:info@ffms.org) .