

**FOUNDATION FOR FORT MILL SCHOOLS**  
**PROFESSIONAL DEVELOPMENT GRANT APPLICATION GUIDELINES**  
**2019**

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. Any school staff can apply: teachers, media specialists, guidance counselors, etc.

Applicants must 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. Categories marked "Not scored" are nonetheless required; proposals that omit the information in these categories will be disqualified from consideration.

Additional information may be included for clarification.

Appended to these application guidelines is a scoring rubric for this grant. This is the rubric that the grant evaluation team will use in scoring the grants, and it has been *included for illustrative purposes only, so that you can see exactly the criteria by which the grant applications will be evaluated. It is not to be filled out by grant applicants.*

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

[FFMS 2019 Grant Submission Portal](#) (Click to activate the link)

*Only digital submissions via this method will be considered.*

If you have any questions regarding the grant process, contact [info@ffms.org](mailto:info@ffms.org)

**Due date is April 5, 2019.**

**Professional Development Grant Guidelines**

<b>GRANT PROPOSAL GUIDELINES</b>		
<p style="color: red;">All documents must be included in <u>ONE</u> submittal, via URL.                      Omission of any of the required information described below (including those items that are not scored) will remove the grant application from consideration.</p>		<b>Points</b>
<b>A. TRAINING/DEVELOPMENT VALUE</b>		
1. Development/training is innovative, provides educational value, and benefits the students (albeit indirectly) consistent with the District’s goal of increasing student achievement		0 to 20
2. Project Addresses an identified curriculum/achievement need		0 to 20
<b>B. TITLE PAGE and TABLE OF CONTENTS</b>		
<p>1. Please use the template in this link for the Title Page:  <a href="#">FFMS 2019 Grant Title Page</a> (Use CTRL+Click to activate the link)</p> <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> <p>2. Table of Contents page</p>		Not scored
<b>C. EXECUTIVE SUMMARY</b>		
<p>1. Application includes an Executive Summary page(s) that clearly states:</p> <ul style="list-style-type: none"> <li>– a summary of the course/seminar/conference</li> <li>– the targeted need that is being addressed</li> <li>– who will directly benefit from the project, and how they will benefit</li> <li>– a description of the benefits of this project to the <i>students</i></li> <li>– the grant amount requested, and total dollar amount required, if different from the amount requested</li> </ul>		0 to 50
2. Is supported by research, journal articles, or other factors		0 to 10
<b>D. BUDGET AND OTHER FINANCIAL SUPPORT</b>		
1. Includes defined, prioritized budget with line items supporting project objectives and cost of each		Not scored
2. 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
<b>E. LETTER OF SUPPORT FROM PRINCIPAL</b>		
1. Includes signed letter of support on school letterhead, clearly endorsing project		Not scored

## GRANT PROPOSAL FORMAT

Title Page:

*Title Page  
provided via link  
at the top of this  
document.*

Table of  
Contents

Executive  
Summary

Budget  
And Other  
Financial  
Support

Letter of  
support  
from Principal

*\*On School  
Letterhead*

## 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 Grants Committee will award the amount deemed necessary. Grant winners are not guaranteed the amount requested.
- Applications for the 2019-2020 school year are available now and may be submitted via google form until the deadline at midnight on April 5, 2019.
- Funds must be spent by June 30, 2020.
- 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 Grants Committee. 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 Grants Committee will review the request.
- Grant award notifications will be sent via email no later than Friday, May 3, 2019. Declined requests will also be sent via email to the applicant by May 3, 2019. 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, 2020) is required.
- If you have any questions regarding the grant process, contact [info@ffms.org](mailto:info@ffms.org).