

Biloxi First Small Grant Proposals

Directions and Criteria

The purpose of the Biloxi First grant is to encourage and reward imaginative teaching programs that will directly benefit students, as well as foster cooperation between the community and the school district.

Directions for submitting application:

Your proposal will be disqualified if your documents do not conform exactly to these guidelines:

- Proposals must be typed, single-spaced, with approximately half-inch margins and shall not exceed one (1) page (in addition to the Project Summary Sheet). The Project Summary Sheet can be downloaded and saved to your computer for completion.
- Include a statement, limited to the single page noted above, that describes the problem or need and how your proposal will address that problem or need.
- State the goal(s) and measurable objective(s) of the project.
- Describe the evaluation criteria and process that will measure the effectiveness of the goals and objectives of your proposal.
- Your proposal must clearly explain how it relates to the district's instructional program.

Criteria for Funding Grants

- Grant proposals may be submitted by:
 1. Individuals and will most likely be capped at \$500, but proposals with a higher cost will now be considered for funding.
 2. Multiple applicants, including department, grade level, or school projects that might require financing higher than \$500.
- Proposals that include equipment that is provided by the school district will not be considered. Examples are digital cameras, digital projectors, or video cameras for individual classrooms.
- Proposals should focus on resources and/or projects that have a longer life-span than a single year; therefore, activities such as field trips will not be considered.
- Only those grant proposals that cannot be financed in a timely manner by funds from other sources will be considered.
- Funded proposals must be completed within one year of the grant award date.
- Grants may be used to compensate consultants for the purpose of working with students but cannot be used to pay public school teachers or staff.
- A proposal for which a grant is being requested must include evaluation criteria and an evaluation process.
- All grants must be approved by your school principal, the superintendent, or his/her designee, and, finally, the Biloxi First Review Committee.

Grant Recipient Requirements

- Acknowledge receipt of named grant with a Thank You note to the donor copied to the grant chairperson.
- Share status and results of the project at the end of the school year on form to be e-mailed to recipients by the grant chairperson.

Authors of the proposals selected for funding by the Review Committee will be notified in early October of their selection.