

Biloxi First Small Grant Proposals

The purpose of the Biloxi First grant is to encourage and fund teaching projects that will enhance instruction and directly benefit students.





Applications will not be considered *that do not conform exactly* to these guidelines:

Your application must include the (1) Proposal and (2) Project Summary Sheet.




Your proposal must be typed, single spaced, and one page in length.

******Proposals for iPads, tablets, laptops, or computers for classroom use will NOT be considered.*****












1. **Proposal Components** (Please know that all of these components *must be included* in your proposal.)

-  Explain the need for your funding request.
-  Explain how you will evaluate the effectiveness of the project (evaluation component).
-  Explain how the project relates to the school district's instructional program.
-  Explain how the project would be considered "creative", that is, "thinking outside the box".
Additional consideration for funding may be given for "thinking outside the box".



2. **Project Summary Sheet**

-  The Project Summary Sheet must be typed. **NOTE:** It is available as a download and can be saved to and completed on your computer.
-  The Project Summary Sheet must be signed by the building principal and a district office administrator.
-  ALL applicants must sign the Project Summary Sheet if it is a group proposal.

CRITERIA FOR FUNDING GRANTS

-  Proposals for iPads, tablets, laptops, or computers for classroom use will not be considered.
-  Grant proposals may be submitted by:
 -  Individuals are typically capped at approximately \$500, but proposals with a higher cost may be considered for funding; or
 -  Multiple applicants, such as a grade level project or school project that might require financing greater than \$500.
-  Proposals for equipment provided by the school district will not be considered.
-  Proposals should focus on resources that can be used for several years.
-  Field trips will not be considered.
-  The proposal cannot be financed this school year by any other district budget source.
-  Funded proposal must be completed within one (1) year of the grant award date.
-  Resources purchased with Biloxi First funds become property of the Biloxi Public School District.
-  All grants must be reviewed and signed by your school principal and the superintendent, or his/her designee.

GRANT RECIPIENT REQUIREMENTS

-  Send a Thank You note the Grant Donor and a copy of the note to Biloxi First.
-  Complete Biloxi First Small Grant Project Evaluation form at the end of the school year; send it to Biloxi First.

PROJECT SUMMARY SHEET

Biloxi First Small Grant Application

Applicants must complete this form in its entirety or risk disqualification. Do not leave any items blank.

SUBMITTED BY		SCHOOL NAME	
PRINCIPAL OF YOUR SCHOOL		SCHOOL MAILING ADDRESS	
# OF STUDENTS IMPACTED	DATE SUBMITTED	SUBMISSION DEADLINE	GRADE LEVEL AND/OR SUBJECT AREA:
TITLE OF YOUR PROPOSAL			
BRIEF DESCRIPTION OF PROJECT (ONLY USE THE SPACE PROVIDED BELOW)			
PROPOSED BUDGET			
Type of Expense			Amount
1. _____			\$ _____
2. _____			\$ _____
3. _____			\$ _____
4. _____			\$ _____
5. _____			\$ _____
Total Expenses (sum of lines 1-5)			\$ _____
(Number <u>must</u> begin with a “-“ minus sign) Deduct matching funds from other sources			\$ _____
Total Requested From Biloxi First			\$ _____
I have followed the directions/criteria in preparing my proposal and agree to satisfy any additional grant requirements.			
TEACHER(S) SIGNATURE(S):		DATE:	
_____		_____	
_____		_____	
_____		_____	
Your proposal must bear the signature of your school principal and a central office administrator to be considered.			
PRINCIPAL'S SIGNATURE		DATE	
_____		_____	
_____		_____	
_____		_____	
		CHECK	COMMENTS
		YES NO	
Are there any other resources available for funding the proposed project?		<input type="checkbox"/> <input type="checkbox"/>	
Does the proposed project complement the current instructional program?		<input type="checkbox"/> <input type="checkbox"/>	
GENERAL OFFICE ADMINISTRATOR'S SIGNATURE		DATE	
_____		_____	

**Biloxi First
Grant Evaluation Instrument**

Criteria	Exceeds Expectations	Meet Expectations	Limited/Lacks Information	Score
Overall impact on school, students and teachers and number of students impacted	Strongly enhances and complements the current instructional program through a collaborative process. 14-20 points	Enhances and complements the current instructional program. 7-13 points	Impact not addressed. 0-6 points	
Originality of Project	Highly creative and different approach to teaching and learning. 14-20 points	Creative and different approach to teaching and learning. 7-13 points	Proposed project not very creative or different. 0-6 points	
Clarity of Project	Process and objectives are clearly defined. 14-20 points	Process and objectives are defined. 7-13 points	Process and objectives are not clearly stated. 0-6 points	
Need	Clearly articulated need that addresses a solution to a problem. 14-20 points	Need is addressed. 7-13 points	Need is not addressed. 0-6 points	
Sustainability	Project has long-term impact with potential for growth. 14-20 points	Project has long-term impact. 7-13 points	Project produces only a short-term benefit. 0-6 points	
Grant Number _____	Total Points			