

Dr. Irene H. Myers Education Grant

Orangeburg County School District Education Foundation

I. Introduction

The Orangeburg County School District Education Foundation is organized exclusively for charitable and educational purposes to promote and sponsor educational activities in Orangeburg County School District. Grants may be awarded to teachers, counselors, media specialists, (athletic and instructional) coaches for instructional activities sanctioned by the district and outside the financial support of the district general operating budget. Administrators are not eligible for these grants.

II. Programs and Activities

The foundation will fund creative ideas and unique learning opportunities, which promote academic excellence. The grants will provide funding up to **\$500**. *Dr. Irene H. Myers Education Grant* funding may include the following:

- A. Individual grants to help fund unique learning opportunities for a classroom teacher to benefit his/her individual classroom activities;
- B. Grants for innovative instructional programs;
- C. Creative school-based grants for programs with building-wide impact.

APPLICATIONS WHICH DO NOT FOLLOW ALL PROCEDURES BELOW WILL BE DISQUALIFIED.

III. General Information and Procedures

- A. Application forms for grants may be secured through each school's principal and the district's website, www.ocsdsc.org, under the Resources tab > For Staff.
- B. Applications for grants will be considered on an annual basis.
- C. Approval from the **Principal** of the school **must be indicated by his/her signature** on the application form. Applications without a principal signature will be disqualified. The principal's signature indicates he/she has reviewed and approved the application. Application **MUST BE** signed by the applicant.
- D. All grant applications **MUST** be typed before submission, and **MUST** follow the attached format. **ALL** questions **MUST** be answered in each part of the application. The budget **MUST** include number of items with unit cost, supplier and total cost. Tax (7%) and shipping (denote if free) must be included also. The budget must not exceed \$500. It is expected grants will be well written using correct grammar and spelling.
- E. Incomplete applications will not be considered.
- F. **An original and six (6) copies** of the completed grant should be delivered in a manila envelope addressed to the Orangeburg County School District Education Foundation and given to the receptionist at the district office **no later** than the end of the day on **September 6th**.
- G. The Orangeburg County School District Education Foundation Board will determine the recipients of the grants based on the stated criteria and the Foundation committee's recommendation. The Foundation Board's decision will be final. Recipients will be notified through the district office shortly thereafter.
- H. Grant applications require the grantee to prepare a summary to include a visual addressing the results of the stated objectives of the grant and submit this to the district office by the end of May.
- I. All submitted grants become the property of the Foundation.
- J. **Only one grant per teacher will be accepted.**
- K. Duplications of a grant will result in all identical submissions being disqualified.
- L. Any equipment and materials shall become the property of OCSD.

IV. Fiscal Guidelines and Policies

- A. The approved funds for grants will be transferred to the Office of Finance in OCSD for disbursement as determined appropriate by district approved accounting procedures.
- B. At the completion of the grant period, any unexpended funds will be returned to the Orangeburg County School District Education Foundation.

V. Criteria

All projects will be scored on the following criteria:

Need.....	20 points
Objectives.....	15 points
Long Term Benefits.....	15 points
Project Appropriateness.....	15 points
Timeline.....	10 points
Budget.....	10 points
Innovation/Creativity.....	15 points

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Application Form

Date: _____

Applicant's Name: _____

Home Address: _____

Home Telephone #: _____ Home E-Mail: _____

School: _____

School Telephone #: _____ School E-Mail: _____

Position: _____ Building/Room #: _____

Project Title: _____

Budget Request (should match Detailed Budget Request): \$ _____

Principal's Signature

Applicant's Signature

Principal's Name Typed

Applicant's Name Typed

<p style="text-align: center;">For Review Committee Use</p> <p style="text-align: center;">_____ Signature of Review Committee Chairperson</p> <p>CHECK ONE:</p> <p>Project Approved as Submitted: _____</p> <p>Project Approved with Revisions: _____</p> <p>Project Not Funded: _____</p> <p style="text-align: center;">Amount Approved: \$ _____</p>

Applicants: Please refer to the attached budget/project revision sheet for an explanation if amount approved is different from that requested.

Dr. Irene H. Myers Education Grant Application

- I. Summary Description: Give a brief overview of your proposed project. (Please use a separate sheet. Do not exceed one double-spaced page)

- II. Statement of Need: (a) Explain the project's purpose; (b) present specific data supporting the need for the project; and (c) explain why funds are not available from other sources for these project activities.

- III. Project Appropriateness: Outline the project's plan by stating (a) the goal; (b) the activities that will be carried out to achieve the goal; (c) the personnel participating in activities; and (d) the materials to be used.

- IV. Project Objectives and Evaluation: List (a) measurable objectives that will address the goal of the proposed project and (b) the evidence of results that will be documented to measure the achievement of the objectives.

- V. Timeline: The project must be completed by the end of the current school year. However, it may be completed at any time within the school year. List projected calendar dates with activities for the steps leading to the accomplishment of the goal, the objectives, and the evaluation.

- VI. Budget: (use attached form) Detail your budget request. Include specific information, such as, kinds of materials and equipment needed, sources of supplies, and costs. If the request includes equipment, you may attach catalog pages or other graphics. Group your costs into categories such as: materials, equipment, transportation, honoraria, food, etc. Designate any items or contributions from other sources to be used in completion of the project.

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Detailed Budget Request

Total Amount Requested: _____ (\$500.00 Maximum)

ITEM	# OF ITEMS	SUPPLIER	UNIT COST	TOTAL COST
<i>Example: Learning to Read DVD</i>	<i>6 COPIES</i>	<i>KAPLAN IND.</i>	<i>\$5.00 EACH</i>	<i>\$30.00</i>
			<i>Shipping</i>	
			<i>Tax (7 %)</i>	
			<i>TOTAL</i>	

- | |
|--|
| <p>1) Requests for technology that is normally provided by the district will not be supported.</p> <p>2) Field trips will be supported but money for food (lunches or snacks) will not be supported. Box or bag lunches can be provided by the school cafeteria.</p> |
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Summary Report

Applicant's Name: _____

Home Address: _____

Home Telephone #: _____ Home E-mail: _____

School: _____

School Telephone #: _____ School E-mail: _____

Position: _____ Building/Room #: _____

Project Title: _____

Summary (how the funds were used):

Results of funds used:

To be included in the summary:

- How many students participated in grant-funded activities or used grant-funded materials?
- What plans do you have for future use of the materials or for extending the opportunities provided to students by the grant?
- Please include a comment from your principal concerning the impact this grant has made on the students at your school.
- Please include comments from students about the opportunities provided by the grant funds.
- Please include picture or videos of students engaged with grant activities with your summary report.

What suggestions do you have for the Orangeburg County School District Foundation regarding the application and review process?