

District Grant Application Protocol

This protocol was established to allow us to be more efficient and effective in identifying, pursuing, and securing grant opportunities. SOCSO staff is encouraged to pursue grant opportunities that will lead to improving the learning opportunities and success of our students and staff, however proper policies and protocol must be followed in order to create a seamless process.

Steps to follow when interested in funding opportunities:

1. If you have an idea, and are not sure what funding sources are available to help you, then you may contact the Grants and Innovative Strategies Specialist, Dr. Brandi Burton via e-mail at bburton@starkville.k12.ms.us. Dr. Burton can perform a grant search for you to aid in finding funding opportunities and to give you some advice on the next steps.
OR If you already have a particular grant in mind that you would like to apply for (including online platforms such as Donors Choose, Go fund Me, etc.) continue on with the steps below...
2. Using the District's Grant Application Request Form, you will indicate what your project is, the learning outcomes, what SOCSO staff will be impacted, expected budget, and period of the project.
3. After completing the form, submit it to your building administrator (usually the Principal). The administrator will then review your request and sign the form that he/she has read it. The administrator will then forward it to Dr. Burton.
4. Upon receipt of the form, Dr. Burton will read and consult with the Administrative team of SOCSO and reply back with approval or denial to pursue the funding opportunity. The factors to be considered include:
 - Will this proposed project affect a select population of students, a teacher(s), grade, school building, or district-wide.
 - Are there resources SOCSO already has that could be redirected or applied differently to achieve the project's purpose? For example, if you are looking to

purchase books with grant funds, are there funds available through the SOCSD curriculum budget that could be used?

- Will the proposed project help the students/school/district achieve school improvement goals?

- Does the school board approve this request? ALL requests for any funds no matter if it is for grants, fundraising, or anything applicable that is related to SOCSD must be board approved BEFORE applying.

5. Once approved and the grant proposal process has begun, the role of the Grants and Innovative Strategies Specialist could be:

- Providing technical assistance to the staff member (the staff member will be responsible for writing and submitting grant applications). The technical assistance could be in the form of a grant search, proofing, suggestions, and providing any necessary information.

- Providing technical assistance and helping to write the grant proposal.

6. **Staff Don'ts**

- Submitting grants applications without the involvement of building administrator or SOCSD Administrative staff. Because:

- If the Grants and Innovative Strategies Specialist has already approved pursuing a grant opportunity for another SOCSD staff/students/school, and other SOCSD staff submits a completing proposal, both proposals may be rejected and just one may be accepted. Many projects only allow one submission per district so we do not want to hurt our chances by competing against ourselves.

- Your project may conflict with other projects/policies of SOCSD.

- If awarded a grant and no one knows about it and SOCSD receives a check we won't know who gets the check, any reporting requirements, or if a site visits are required.

District Grant Application Request

Name: _____

Position: _____

School: _____

Name of the Organization you would like to apply to for funding:

What is the purpose of the funding that you are requesting from the above organization (Project Purpose):

What learning outcomes would occur if these funds were received and your project could be implemented?

What SOCSO students or staff would be impacted if this project is funded and implemented

What is the expected budget that will be needed for project implementation?

Application Request Completed By:

Immediate Supervisor's Approval:

Date of Approval: _____