

## Hattiesburg Public School District Foundation Grants to Faculty & Staff for 2021 School Year

### 1. Grants to Faculty & Staff – A maximum of 6 grants of up to \$500.00 each will be made in the following areas:

- a. **STEM-related** (*including STEM programs at Hattiesburg High School, Information Communication & Technology programs at Burger Middle School, and STEAM programs at Lillie Burney STEAM Academy*)
- b. **Literacy** (*target pre-K – third grades for “third-grade gate” and grades 4-6 for middle school preparation*)
- c. **Target high school graduation** (*priority consideration given for programs that compliment secondary school work in general and career academies in particular*)
- d. **Staff development programming** (*priority consideration given for programming that is innovative, instructional, and motivational; must be approved by HPSD administration; not limited to faculty*)

### 2. Important Dates

- a. **January 8, 2021** (*The grant application package, including instructions and application form, will be released via the Foundation’s website.*)
- b. **February 5, 2021** (*Completed grant applications must be submitted to the Foundation, including the Pre-Approval Form and any accompanying documentation.*)
- c. **February 19, 2021** (*Award notification will be released to grantees along with any funding stipulations.*)
- d. **February 26, 2021** (*Grant fund disbursements will begin on or after this date, depending on the nature and scope of each grant.*)

### 3. Grant Submission Procedures & Restrictions

- a. All HPSD teachers and staff who have instructional or supervisory responsibility for students in grades pre-K – 12 are eligible to apply. Supervisors in non-instructional departments (e.g., HR, maintenance, transportation) are also eligible to apply.
- b. A complete grant application will consist of all of the following:
  - i. The two-page “Grant Application Form”; and
  - ii. A one-page budget for the project as specified on the application form.
- c. Other attachments to the grant application are optional and may be used by the applicant to clarify the nature and scope of the proposed project. Additional pages may be attached if needed to describe the project details in the grant application.
- d. The application form must contain original signatures of both the applicant and their principal or department supervisor.
- e. Grant applications and any supporting documentation may be scanned and emailed to the Foundation at [hpsdfoundation@gmail.com](mailto:hpsdfoundation@gmail.com). Alternately, grant applications and supporting

documentation may be submitted via U. S. Mail to the Hattiesburg Public School District Foundation, 629 Main St, Hattiesburg, MS 39401. The Foundation is not responsible for applications that are lost or damaged in transit.

- f. Only one submission per applicant/group/group member per year will be allowed.
- g. Individual and group grant applications may not duplicate each other.
- h. Applications may not be duplicated and submitted by multiple individuals/groups.
- i. Applications that are not funded may be resubmitted in a future year for consideration.
- j. The Foundation generally will not provide grant funding for computer hardware and software, capital projects, meals, or salaries. However, fees needed to contract for professional services will be considered, though the Foundation will not be a party to any such contract.
- k. Late submissions will not be considered.
- l. Incomplete applications will not be considered.
- m. One original application with any documentation must be submitted for each grant.
- n. All grant applications become the property of the Foundation. Applicants are encouraged to keep a copy for their records.
- o. The Foundation will respond to requests for technical assistance only. Such requests must be submitted by email to [HPSDFoundation@gmail.com](mailto:HPSDFoundation@gmail.com). The Foundation will not provide any form of application review prior to submission.

#### **4. Grant Award Procedures**

- a. Awardees will be notified in writing.
- b. Awardees agree to abide by the terms of their grant.
- c. Grant funds may supplement, but not supplant, Federal, state or local funds.
- d. Awardees agree to allow the Foundation and HPSD to promote their work.
- e. Grant activity must be completed and a final accounting for each grant must occur by June 30, 2021.
- f. Grantees will submit a brief, written evaluation of their project by June 30, 2021. For group projects, one report for the group will be sufficient.
- g. Unspent grant funds must be returned to the Foundation by the earlier of 30 days following the completion of grant activity or June 30, 2021.

## **Hattiesburg Public School District Foundation Grant Evaluation Criteria for 2021 School Year**

Each faculty and staff grant application will be evaluated by the Foundation's Allocation Committee with the advice of appropriate members of the HPSD administration. Each faculty and staff grant application will be evaluated according to the rubric outlined below.

### **1. Goals & Objectives (25 points)**

- a. The project clearly relates to one or more of HPSD's goals or core values.
- b. The project clearly relates to the priority funding area selected.
- c. The stated objectives of the project are clearly identified.
- d. There is a clearly stated and conceptually sound description documenting the needs the project will address.

### **2. Timeline, Implementation & Budget (30 points)**

- a. The timeline is reasonable and should allow the project to be completed in a timely manner.
- b. The implementation plan for the project is clear, logical, methodical, and would lead to successful completion of the project.
- c. The budget amount requested is appropriate for the project and clearly itemized.
- d. If appropriate, other funding sources (cash and in-kind) are included in the budget.

### **3. Assessment & Evaluation (20 points)**

- a. The evaluation will produce a meaningful and useful assessment of the project.
- b. The assessment methodology clearly relates to the objectives of the project.
- c. The assessment focuses on student learning and enrichment.

### **4. Innovation & Sustainability (25 points)**

- a. The project is creative and innovative.
- b. The project could be sustained beyond the current year with minimal additional expense.
- c. The project could be implemented in other schools within HPSD and/or shared with schools outside HPSD.



# Hattiesburg Public School District Foundation

Grant Application Form  
2021

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## **Project Applicant Information**

Applicant Name, Position, School: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## **Project Information**

To which Priority Funding Area does this grant application apply? (Check Only One)

STEM-Related

High School Graduation

Literacy

Staff Development Programming

Project Name/Title: \_\_\_\_\_

School(s) Involved: \_\_\_\_\_

Grade(s) Served: \_\_\_\_\_ Number of Students/Staff Impacted: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Minimum Amount Needed: \$ \_\_\_\_\_

## **Project Details**

Brief description of the project: \_\_\_\_\_

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Describe the needs the project will address: \_\_\_\_\_

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Does the project address one or more of the district's goals or core values? If so, which one(s) and how?

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What are the objectives of the project and the methodology for measuring success in meeting the objectives? (Use measurable terms, such as the percent of students who will increase their reading proficiency. Define the manner in which the project's success or outcomes will be measured or evaluated.)

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List the timeframe required for the project's implementation and evaluation.

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If the project will be ongoing, how will future funding needs be met?

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**Project Budget**

Please provide a complete, itemized budget for the project, including all major income and expense categories. The budget should be no longer than one page and should be attached to this application form. Please include funds already committed to the project and list the source of those funds. Please note that the Foundation does not fund salaries and generally does not fund any type of food purchases.

**Notice**

The original of this application and any attachments become the property of the Foundation upon submission. The Foundation reserves the right to request additional information to ensure the grant is in keeping with its mission. Information on awarded grants will be made available to the public by the Foundation.

**Signatures**

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Applicant Signature / Date

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Principal or Department Supervisor Signature / Date