

Dear Colleagues,

Listed are guidelines for writing your grant. Please keep in mind we only have \$4,500.00 to award in grant monies.

- Essays should not exceed 500 words.
- Grants should be directly related to student learning. Examples of shelves, bins or any other organizational items will NOT be awarded.
- Due to the limited funds we have to disburse grants of \$250.00 or less are more appreciated vs a grant submission of a higher amount. (i.e. \$500. 00 or more).
- All superintendents will be notified of the winners. PLEASE DO NOT CONTACT THE EXECUTIVE DIRECTOR. If you question whether you won or not, Contact your Superintendent
- All time lines mentioned will be adhered to regarding submissions of grants and winners of grants.
- Incomplete cover pages will eliminate your submission.

Grants will be reviewed by an independent person. Please respect the decision-making process.