

**Guidelines for K-8 GIFTS  
Obion County School System**

**General directions: Open only to teachers in OC elementary schools (K-8). Do not identify the school or teacher in the grant proposal. Reference to the grade is encouraged.**

- The proposal **should not exceed 4 pages** (excluding the cover, budget, and budget narrative) and **should be typed**. The cover sheet may be handwritten.
- Extraneous material will not be considered and could disqualify the proposal.
- **Margins** on the proposal should be **1 inch; font size should be no smaller than 10**.
- Proposals must be received by **4 p.m. on the May pay day** to be eligible for funding. A postmark on this date is not sufficient.
- Proposals should be hand-delivered to the Obion County Board of Education office or mailed to the board office. **A fax will not be acceptable.**
- Grant submissions will not be returned. **Winners will be announced during the general inservice meeting at the beginning of the next school year.**
- **Submit an original (usually signed in blue ink) and 4 copies for a total of five (5)**. Only the original proposal should have a cover sheet.
- Proposals should be **stapled in the left hand top corner** only and should be collated in the order given below.

**Specific directions:**

**Address the following in your grant proposal and collate your proposal in this order:**

1. **Objectives** (These should be written in measurable terms)
  - What do you expect the grant materials to help your students learn?
2. **Description of the Project**
  - What will the project involve?
  - What learning activities will be incorporated into the project?
  - What methods of instruction will be incorporated?
3. **Impact**
  - How many students will benefit from this grant proposal?
4. **Sustainability & Replication**
  - Will you be able to continue this project after the year's funding?
  - Can your project be easily replicated?
  - Are you willing to have others visit your classroom to see the project?
5. **Project Timeline** (This can either be in narrative or chart form.)
  - What are the major benchmarks in your project?
  - What are the projected stages of your project during the year?
6. **Evaluation**
  - How will the success of your project be measured?
  - Are these evaluative measures linked to your objectives?
7. **Budget**
  - Give a detailed accounting of the money you need for your project.
  - Do not "pad" the numbers; check your arithmetic.
  - List under columns labeled: Budget Item      Funds Requested
8. **Budget Narrative**
  - Why are these particular items necessary for your project?
  - How will the various items be used in your project?

**Judging:**

Proposals will be rated by at least three judges. The judges will either be retired or current educators and will not reside in Obion County.

**Rating scale for grant funding:**

|                    |   |
|--------------------|---|
| Clarity            | 20 points                                 |
| Need               | 20 points                                 |
| Impact             | 20 points                                 |
| Creativity         | 20 points                                 |
| Cost effectiveness | 20 points                                 |
| Timeline           | 20 points                                 |
| Evaluation         | 20 points                                 |
| Focus Area         | 10 bonus points (school improvement plan) |