DISTRICT *five* FOUNDATION

Faculty/Staff/Community Grant Request Guidelines

Funding Priorities:
- **Healthy Initiatives** – Projects/initiatives that promotes or increases health and wellness
- **Basic Needs** – Adequate food and/or assistance for catastrophic events
- **District Unity** – Opportunities for citizens of the District to participate and contribute to a common goal, a positive change, or celebration
- **Instructional Support for Students** – Increases student development of skills for 21st century thinking (critical, creative, and innovative thinking); leadership and citizenship; jobs of the future
- **Instructional Support for Teachers** – Resources/training for teaching 21st century thinking (critical, creative, and innovative thinking); leadership and citizenship; and jobs of the future

Funding Eligibility:
School District Five teachers, employees, and community programs may apply.

Funding Parameters:
Projects will be funded up to $5,000 and cannot include capital project items. Requests for technology items must be approved by the District Five Technology Department prior to submission of the grant.

Application Access and Submission:
- Applications are available on the District Five Foundation website (district5foundation.org) or by emailing dir@district5foundation.org
- Submit applications by email to dir@district5foundation.org (preferred method), by mail to District Five Foundation, PO Box 129, Ballentine, SC 29002, or through the District Five interoffice mail.

Application/Decision Timeline:
- November 1st each year is the deadline to apply.
- All applications will be reviewed and applicants will be notified before Winter Break, with funds available in early January.
- Grant awards must be spent within one year of the award date.
- If nothing has been spent within six months, the Foundation may request an interim report.
- The Foundation maintains the right to modify this process if the circumstances of an application warrant a change and is approved by the Allocations Committee and the Foundation Board.

Evaluation Process:
Applications will be evaluated on the following criteria:
- Clearly meets one or more of the Foundation's priorities
- Timeline, budget, project description, and outcomes are clear, comprehensive, and realistic
- Funding will impact a large number of students/community members
- Project demonstrates innovative/inventive thinking or production

Final Report:
A final Outcome and Expense report is due within eight weeks of the final expenditure of the award.