

SCHOOL LIBRARY

# GRANTS TOOLKIT:

Listings, Writing Tips,  
Data & Demographics, and Glossary



**Mississippi Department of Education**

SCHOOL LIBRARY PROGRAM

## Acknowledgements

**Nathan Oakley, Ph.D.**, Chief Academic Officer

**Tenette Smith, Ph.D., Executive Director**, Office of Elementary Education and Reading

**Elizabeth Simmons Ed.S., School Library Specialist**, Office of Elementary Education and Reading

**Otha Keys, School Librarian**, South Jones High School

**Rachel Kiepe, School Librarian**, Neshoba Central High School

**Debbie Martin, School Librarian**, Florence Middle School

## MISSISSIPPI DEPARTMENT OF EDUCATION

Carey M. Wright, Ed. D. · State Superintendent of Education

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School for the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above mentioned entities: Director, Office of Human Resources, Mississippi Department of Education, 359 North West Street, P. O. Box 771, Suite 203, Jackson, MS 39205-0771, (601)359-3511.

## TABLE OF CONTENTS

Acknowledgements	2
Introduction	4
AASL Awards and Grants	5
Book Grants	6
Technology Grants	7
Program Grants	9
Recycling Programs	13
Tricks and Tips to Writing a Grant	17
Glossary	18

## INTRODUCTION

A library budget should provide the librarian with adequate funding to make the updates the library and students need; however, library budgets, staff, and resources are often stretched thin, forcing the librarian to seek other funding sources for projects. School librarians must know how to locate and write quality grants to receive funds to help students succeed.<sup>1</sup> Best-case scenario is to have the funds to maintain the school library program while receiving grants to do innovative services. In the worst-case scenario, librarians may have to seek outside funding in order to provide for the needs of the school community. The *School Library Grants Toolkit* will help school librarians find grants to help create and maintain a quality school library program for the school community.

### HOW TO READ THE GUIDE

Each grant list has four elements: **NAME**, **DESCRIPTION**, **DUE DATE**, and **AMOUNT**. The listings give the librarian and/or school library advocacy committee a snapshot of what each grant requires. The grants are broken down by AASL Grants and Awards, Book Grants, Technology Grants, and Program Grants. For additional funding, recycling programs and other grant options are listed. To help write quality grant proposals, a list of tips, explanation of data, and important glossary terms are available for school librarians.

### SCHOOL LIBRARIAN GROWTH RUBRIC

**DOMAIN I: PLANNING 5** Develop and monitor a budget for the library in support of the school's instructional program in consultation with school/district administration.

### SCHOOL LIBRARY MONITORING RUBRIC

**LIBRARY MANAGEMENT: 2.4 FUNDING** School districts shall provide sufficient funding for the purchase and maintenance of current resources for the school library.

**LIBRARY MANAGEMENT: 2.4 FUNDING (PROGRESSIVE)** Fundraising and/or grant writing is used to increase resources and programs to support federally or state-mandated initiatives, information access, and student achievement.

---

<sup>1</sup> Farmer, Lesley S. J. *Managing the Successful School Library: Strategic Planning and Reflective Practice*. Neal-Schuman, an Imprint of the American Library Association, 2017.



## AASL AWARDS AND GRANTS

Name	Description	Due Date	Amount
<b>Collaborative School Library Award</b>	The Collaborative School Library Award recognizes and encourages collaboration and partnerships between school librarians and teachers in meeting goals outlined in <i>Empowering Learners: Guidelines for School Library Programs</i> through joint planning of a program, unit or event in support of the curriculum and using the school library resources.	February 1	\$2,500
<b>Frances Henne Award</b>	The Frances Henne Award recognizes a school librarian with five years or less experience who demonstrates leadership qualities with students, teachers and administrators, to attend an AASL national conference or ALA Annual Conference for the first time.	February 1	\$1,250
<b>National School Library Program of the Year Award</b>	Established in 1963, the National School Library Program of the Year Award honors school library programs practicing their commitment to ensure that students and staff are effective users of ideas and information, as well as exemplifying implementation of AASL's learning standards and program guidelines. The award recognizes exemplary school library programs that are fully integrated into the school's curriculum.	January 1	\$10,000
<b>Innovative Reading Grant</b>	The AASL Innovative Reading Grant supports the planning and implementation of a unique and innovative program for children which motivates and encourages reading, especially with struggling readers.	February 1	\$2,500
<b>Inspire Collection Development Grant</b>	The AASL Inspire Collection Development Grant can extend, update, and diversify the book, online, subscription and/or software collections in a library in order to realize sustainable improvement in student achievement at their school.	February 1	\$5,000
<b>Inspire Special Event Grant</b>	The AASL Inspire Special Event Grant supports special events that an existing public middle or high school library can create new or enhance its extracurricular activities in order to increase student academic achievement at the school.	February 1	\$2,000
<b>The Ruth Toor Grant for Strong Public School Libraries</b>	The Ruth Toor Grant for Strong Public School Libraries provides funding support on a competitive basis to public school libraries for the creation and implementation of a public awareness that promotes their school library as a necessary resource in the community, tying in the theme "Strong School Libraries."	February 1	(1) \$3,000 to create and implement a project; (2) \$2,000 for national conference



## BOOK GRANTS

Name	Description	Due Date	Amount
<b>The Libri Foundation</b>	The Libri Foundation was established in 1989 for the sole purpose of helping rural libraries acquire new, quality, hardcover children's books they could not otherwise afford to buy.	April 1 October 1	Up to \$400
<b>Library of Congress Surplus Books Program</b>	The Library of Congress has surplus books available to non-profit organizations. The books are a mixture of topics with only a small percentage of publications at the primary and secondary school levels.	Ongoing	Free books
<b>Distribution to Underserved Communities Library Program</b>	The Art Resources Transfer Inc. is a non-profit organization that donates books on art and culture to any library through their Distribution to Underserved Communities Library Program. This program also pays for the shipment of the books to the library.	Ongoing	Free books
<b>The Dollar General Youth Literacy Grants</b>	Provides funding to schools, public libraries, and nonprofit organizations; helps with the implementation or expansion of literacy programs for students who are below grade level, or experiencing difficulty reading.	May	Up to \$4,000
<b>Laura Bush School Library Grant</b>	<b>*Disaster-affected schools</b> In order to promote a love of reading, the goal of the Laura Bush Foundation (LBF) provides books to the school libraries and students that most need them.	Check website for dates	Up to \$75,000
<b>Snapdragon Book Foundation</b>	The Snapdragon Book Foundation provides funds to improve school libraries for disadvantaged children. Grants are awarded to public, private, and experimental schools.	February	Up to \$20,000
<b>ALA Coretta Scott King Book Donation Grant</b>	The Coretta Scott King Book Awards Donation Grant was created to help bring books into the lives of children in preschool programs, faith-based reading projects, homeless shelters, charter schools, underfunded libraries, and other community organizations. Agencies can apply to receive 300 books by African American authors and illustrators.	January 31	Free books
<b>We Love Libraries!</b>	At the end of each month, a winner will be drawn from the "We Love Libraries" lottery entries received on <a href="http://www.sistersincrime.org">www.sistersincrime.org</a> . To enter, simply complete the entry form and upload a photo of one or more of your staff with three books in your collection by Sisters in Crime members.	January - December	Monthly grants of \$1,000



## TECHNOLOGY GRANTS

Name	Description	Due Date	Amount
<b>Infy Maker Awards</b>	The contest is open to K-12 schools and youth-serving organizations who aim to create more opportunities for students to engage in hands-on, interdisciplinary learning through making. The grant can be used for a variety of purposes including: materials and equipment, structural improvements, additional professional development, projects for students, impact and assessment research or community outreach and engagement.	Check website for Dates	\$10,000
<b>Halliburton Foundation</b>	The Halliburton Foundation makes direct donations to U.S.-based elementary and secondary schools and colleges and universities. Grant requests are reviewed on a quarterly basis.	Ongoing	Dependent on the project
<b>NEA Student Achievement Grants</b>	The NEA Foundation provides NEA members with grants to improve the academic achievement of students in U.S. public schools and public higher education institutions in any subject area(s). The proposed work should engage students in critical thinking and problem solving that deepen their knowledge of standards-based subject matter. The work should also improve students' habits of inquiry, self-directed learning, and critical reflection.	June 1st October 15th February 1st	Up to \$5,000
<b>American Honda Foundation</b>	The American Honda Foundation engages in grant making that reflects the basic tenets, beliefs and philosophies of Honda companies, which are characterized by the following qualities: imaginative, creative, youthful, forward-thinking, scientific, humanistic and innovative. Honda supports youth education with a specific focus on the STEM (science, technology, engineering and mathematics) subjects in addition to the environment. Organizations may only submit one request in a 12-month period.	February 1 August 1	Up to \$75,000
<b>Fab School Labs Contest</b>	Fab Lab is on a mission to get students excited about science, technology, engineering and mathematics – better known as STEM. But for that to be possible, students need access to the latest learning tools and technologies. Explain the vision for a dream lab makeover and share a video about the current classroom. The top 25 finalists will need the local community to vote for the winning video.	June	Up to \$100,000

<b>Best Buy Community Grant</b>	As technology becomes more ingrained in our society, Best Buy knows it is increasingly necessary for youth to develop the 21st-century skills that will set them up for future career success. Organization must provide direct services to build technology skills in teens, ages 13-18. Location must be within 50 miles of a Best Buy store, Best Buy Mobile locations, Best Buy Distribution Center, Best Buy Service Center or Best Buy's corporate campus.	July 1	Up to \$10,000
<b>DirectStarTV Teacher Grants</b>	The way we learn and experience things is ever changing. As technology rapidly introduces and expedites new ways of learning, classrooms often find it difficult to keep up. Requirements: In 400-500 words the impact new classroom technology could have for students. The top three submissions featuring the most innovative and beneficial uses for classroom technology will each be awarded \$1,000 to spend on new technology for their classroom!	February 24	\$1,000
<b>Mississippi Educational Computing Association</b>	MECA awards two mini grants for educators who want to implement a technology rich project that inspires learning in the classroom. All MECA members are eligible to apply and applicants must register to attend the state conference. Proposal applications are emailed to members in October with the grant proposals usually due the first week of December. The grants are awarded at the state conference in February.	December 1	\$1,000





## PROGRAM GRANTS

Name	Description	Due Date	Amount
<b>Starbucks Foundation</b>	The foundation funds programs for youth, ages 6-18, that integrate literacy with personal and civic action in the communities where they live. The Starbucks Foundation invites letters of inquiry from qualifying 501 (c) 3 organizations that work with underserved youth in the fields of literacy (reading, writing and creative/media arts) and environmental literacy.	February 1 – March 1 August 1 – September 1	Up to \$20,000
<b>The Improving Literacy through School Libraries (LSL) program</b>	The LSL program promotes comprehensive local strategies to improve student reading achievement by improving school library services and resources. The program is one component of the Department's commitment to dramatically improve student achievement by focusing available resources, including those of school library media centers, on reading achievement.	April 11	\$350,000
<b>MBNA Foundation</b>	The MBNA Foundation is dedicated to supporting results-oriented programs that make significant and positive differences in the quality of education. Grants are available to teachers, school administrators, and other educators for programs in grades kindergarten through 12.	No deadline	\$25,000
<b>Barnes &amp; Noble Booksellers</b>	Barnes & Noble considers requests for national and local support from non-profit organizations that focus on literacy, the arts or education (K-12). In addition, Barnes & Noble is committed to literary-based sponsorships and seeks to partner with organizations that focus their core businesses on higher learning, literacy and the arts.	No deadline	Dependent on the project
<b>Office Depot</b>	Office Depot's Caring and Making a Difference program operates in communities where employees live. Every store makes regular product donations, and the focus of their grant giving is on the health, education, and welfare of children.	No deadline	Up to \$2,000
<b>W. K. Kellogg Foundation</b>	The foundation supports new ideas about how to engage children and youth in learning and new ways to bring together community-based systems that promote learning.	No deadline	Dependent on the project

<b>Ezra Jack Keats Mini-Grants</b>	An EJK Mini-Grant program is a creative and innovative activity that provides an enriched experience and is funded solely by Ezra Jack Keats Foundation. It is an opportunity for a public school teacher or librarian to present a special project outside the standard curriculum or an engaging way to help students meet curricular goals.	Check website for Dates	Dependent on the project
<b>YALSA Dollar General Teen Read Week Grant</b>	Through funding from the Dollar General Literacy Foundation, YALSA will offer ten grants to recognize outstanding Teen Read Week activities from its members. The applicant must plan and present an outline for a Teen Read Week activity that is coordinated by a library. The activity must be open to all teens (12-18 years) and incorporate programming best practices as outlined in YALSA's Teen Programming Guidelines. YALSA encourages innovative proposals that are inclusive of underserved teen populations. Libraries should be located within 20 miles of a Dollar General store.	June 1	\$1,000
<b>ALSC/Candlewick Press "Light the Way: Outreach to the Underserved" Grant</b>	The ALSC/Candlewick Press "Light the Way: Outreach to Underserved" Grant was formed in honor of Newbery Medalist and Geisel Honoree author Kate DiCamillo, and the themes represented in her books. The award consists of a grant to assist a library in conducting exemplary outreach to underserved populations through a new program or an expansion of work already being done. ALA membership is a prerequisite for this grant.	February	\$3,000
<b>Amber Brown Grant for Guest Author Visits</b>	Any school with the desire and commitment to enrich their curriculum with a guest author or illustrator is eligible to apply. However, this grant is primarily focused on bringing an author or illustrator to a school that cannot or has not been able to afford this privilege. All applications must include a statement of support from your principal.	November 1st - April 15th	(1) all expense paid visit by an author or illustrator; (2) \$250 stipend; (3) \$250 worth of books by the visiting author
<b>Dr. Scholl Foundation</b>	Applications for grants are considered in the following areas: Education; Social Service; Healthcare; Civic and cultural; and Environmental.	March 1	Up to \$25,000
<b>From Failure to Promise</b>	In "From Failure to Promise," author Dr. Cleamon Moorer describes his experiences, from flunking out of college to become an engineer, consultant, and a university professor. He is now awarding a grant to community-based organization, library, or school that uses the tenets of his book to motivate, energize, and catapult K-12 students to reach their full potential in literacy, math, science, or technology.	July 31	\$1,000

<b>I Love My Librarian Award</b>	Up to ten winners will be selected this year and receive a cash award, a plaque and \$500 travel stipend to attend an awards reception in New York hosted by The New York Times. In addition, a plaque will be given to each award winner's library.	September 12	\$5,000
<b>National Leadership Grants for Libraries</b>	Sparks Grants are small grants for rapid prototyping and evaluating of specific innovations in the ways libraries operate and the services librarians provide resulting in new tools, products, services, or organizational practices. Sparks Grants are for periods of one year only.	September	Up to \$25,000
<b>Reiman Foundation</b>	Some of our primary interests rest in supporting three types of endeavors - education, health care and children's initiatives.	Ongoing	Dependent on the project
<b>Sara Jaffarian School Library Program Award</b>	The Sara Jaffarian School Library Program Award is an annual award to a school library that has conducted an exemplary program or program series in the humanities during the prior school year. Sponsored by the American Library Association Cultural Communities Fund and the National Endowment for the Humanities in cooperation with the American Association of School Librarians. Any elementary or middle school (public or private) library or any school library program in the United States that serves children in any combination of grades K-8 and is staffed by a state-certified librarian.	February 3 - May 5	(1) a \$5,000 cash award; (2) a plaque; and (3) the promotion of the winner as a model
<b>Witter Bynner Foundation for Poetry</b>	Through a bequest from Witter Bynner in 1972, The Witter Bynner Foundation for Poetry perpetuates the art of poetry. The foundation promotes poetry in American culture and encourages grant proposals that expand awareness of the positive effects of poetry on society. A Letter of Intent is required before a grant application can be approved. If the foundation finds the request appropriate and within the scope of our mission, an invitation to submit an application will follow.	December 31	Up to \$10,000 for a maximum of three years
<b>Entergy Micro Grant</b>	The Entergy Charitable Foundation (ECF) is a private foundation dedicated to supporting charitable organizations in the diverse communities where Entergy customers and employees live and work. The Foundation's goal is to support initiatives that help create and sustain thriving communities. ECF has a special focus on low-income initiatives, environmental initiatives, and educational and literacy programs.	At least three months prior to project	\$1,000
<b>Mazda Foundation</b>	With contributions exceeding \$5 million since its founding in 1992, the Mazda Foundation is playing a meaningful role in helping thousands of Americans realize their aspirations and dreams. It's also important to note that programs the Mazda Foundation	July 1	Dependent on the project

supports range from children's organizations and educational scholarships to food banks, environmental programs and crucial disaster relief efforts.

<b>NEA Big Read</b>	NEA Big Read supports organizations across the country in developing community-wide reading programs which encourage reading and participation by diverse audiences. These programs include activities such as author readings, book discussions, art exhibits, lectures, film series, music or dance events, theatrical performances, panel discussions, and other events and activities related to the community's chosen book. Activities focus on one book from the NEA Big Read library.	January 24	Up to \$20,000
<b>Sherlock Holmes Beacon Grant</b>	To provide needed financial assistance to persons and organizations developing literacy programs and other educational experiences that will introduce young people to Sherlock Holmes.	November 15	\$221
<b>Steelcase Education Active Learning Center Grant</b>	Steelcase Education is offering a grant that will provide funding and research for up to 16 Active Learning Centers each year. Each grant will provide furniture, design, onsite training, installation and a Learning Environment Evaluation measurement tool for one of four classroom types designed to elevate connection, improve engagement and spur collective success of students and staff.	February	\$67,000
<b>Innovative Approaches to Literacy</b>	Many schools and districts across the Nation do not have school libraries that deliver high-quality literacy programming to children and their families. Where facilities do exist, they often lack adequate books and other materials and resources. In many communities, high-need children have limited access to appropriate age- and grade-level reading material in their homes.	May 18	Dependent on the project



## RECYCLING OPPORTUNITIES

Name	Description	Amount
<b>Cartridges for Kids</b>	The fundraising program encourages the community to recycle most cell phones, inkjet & laser cartridges, laptops, MP3s, PDAs and tablets/eReaders/notebooks through the Cartridges 4 Kids Program. This in turn helps to generate much needed funds for the benefit of Schools and Non-profit Organizations and at the same time, reduces the amount of recyclable material that enters our landfills.	\$10.00 - printer cartridges \$25.00 - cell phones
<b>Funding Factory</b>	Earn cash & rewards with fundraising by recycling. Collect inkjet and toner cartridges, cell phones, MP3 players, digital cameras, GPS devices, headsets, and laptops for cash. Funding Factory provides free UPS labels and shipping materials to make the pack-and-ship process easy. FundingFactory pays for ALL acceptable items you ship to us, regardless of condition.	
<b>Recycling Fundraiser</b>	The EcoPhones Fund-Raising Program assists schools in raising funds from recycling cell phones. No buying or selling is involved. A free marketing kit is provided by EcoPhones to launch school community cell phone recycling programs. After schools have collected a box of cell phones EcoPhones will pick them up at no cost and a check will arrive within 60-days after pickup. Download and customize free promotional materials. Download and print free tax deduction receipts for your donors. Working phones are phones that include their original battery, power up, possess an undamaged LCD screen, make a test call and are not cracked or otherwise damaged.	EcoPhones will pay organizations up to \$100.00 for each used digital cell phone they turn in to recycle.

## OTHER OPTIONS

**Adopt a Classroom**

**Donors Choose**

**IndieGoGo**

**PledgeCents**

**DEMCO Grant Search**

**STEMFINITY**

**GetEdFunding**

**Mackin Grants Channel**

**Edutopia**

## TIPS AND TRICKS

### TIP #1: GETTING STARTED

Don't try to do it alone. Although you will be writing the bulk of the grant proposal, it's important to have as much help as possible and feedback from all stakeholders involved at your school. This is even more important for those grants that have a small window of time to complete the proposal. Good grant proposals don't just magically appear from one person's experience in your school. You will need buy in, participation, and information from other members of your school. Use your library advocacy committee to help plan, provide needed information/data, and expertise in their subject areas. Respect their time and know that although they want to help as much as possible, like most teachers they probably already have much on their plate. This will require you to be highly organized before the first meeting so that you can break down the grant in small manageable bullet points and tell them what you need from them in order to complete the proposal.

### TIP #2: NEEDS STATEMENT

Even though some grants don't require a needs statement in the project narrative, it is still important to include this information in your grant proposal since it addresses the problem you are trying to solve and tells the grant funder about your school. If a grant doesn't ask for a needs based statement, include it in your executive summary. The best needs statement grabs your funders interest by using both qualitative and quantitative data. You will need basic demographic information on the students in your school, state and district test scores, and school improvement plans. Tailor the data you use in your needs assessment to a particular grant you are seeking. For example, if you are trying to add more nonfiction science books to boost reading comprehension in that area, you should include both ELA and science test scores. The following example shows how data was used to address not only the problem of decreased use of the library in a middle school, but also deficits that students and teachers felt our school had in the areas of STEM skills.



*As the 1:1 implementation began across the whole district, the librarian noticed that the school circulation numbers were declining. Also, there was less collaboration among the teachers with the librarian as they became more knowledgeable about software that would meet their standards. Knowing there was an interest in robotics, the librarian had students and teachers complete a value and activities survey rating to better understand the needs of the school*

*community. Overwhelmingly, the students and teachers rated the following values as the most important: perseverance, independent thinking, troubleshooting, collaboration, and choice. For the activities survey, teachers and students rated robotics, 3d design/print, and video production as new areas of technology they would like to use to meet their standards. The librarian also interviewed the STEM, science, and math teachers to find ways that their subject area skills could be used in other classes. In these interviews, it was discovered that although our state scores on science and math were 81.3% and 60.5% proficiency level, there were still some weaknesses that these teachers felt the Makerspace area could help address STEM skill gaps for the students. For example, in science, the teachers reported that the two lowest areas on the state eighth grade science test continued to be inquiry and physical science. Research also showed that if a STEM education was to be successful, there must be integration of subjects and the breaking down of class specific silos that students often encounter throughout their school day (National Academy of Engineering and NRC, 2014). Armed with this knowledge, the librarian formulated a vision statement for the area which became: The Florence Middle School Library Makerspace facilitates and encourages all student's interest in STEM subjects by giving them more opportunities to make in a problem based learning environment which will move students from consumption of technology to creation of technology.*

### **TIP #3: KNOW YOUR BUDGET**

Follow the specific guidelines each funder requires for outlining your budget. Some might require that a portion of the money be matched by your library budget. It's very important that you follow the guidelines, as not doing so drastically lowers the possibility that you'll be awarded the grant.

### **TIP #4: READ INSTRUCTIONS**

Nothing will kill your proposal faster than ignoring instructions. If they say you need an itemized budget, don't send them a vague request of \$1,000 for new books. If they say that there is a 500 word limit on your grant essay, don't write a novel. Print out all instructions, highlight them, and double check to make sure you follow all of them.

### **TIP #5: DREAM BIG**

If you ask for \$500, you'll probably get \$500. But if you ask for \$1,000, maybe you'll get \$750. Stick within the rules of the grant, but don't be afraid to go for a big project. Even if you fail, you'll learn from it.

## **TIP #6: IT IS ALL ABOUT THE STUDENTS**

Talk about how awesome your students are. Share about their potential. Tell the story of how they rise above the odds. Grantors are looking to improve the learning experiences of your students – help them to get to know your kids.

## **TIP #7: DON'T COMPLAIN**

It's okay to explain some of the difficulties and hardships you face, but be careful not to start whining about how budget cuts are horrible and you have nothing to work with. Keep focused on the positive – how resilient your students are, how your books are so loved by your students that they're falling apart, etc. Putting a positive spin on things will make you more likeable, and more likely to get funded.

## **TIP #8: PROOFREAD, PROOFREAD, PROOFREAD**

Make sure you double and triple-check everything. Get a language arts teacher to check for grammar. Invite those the grant will affect to read it. And make sure you have a non-educator proofread it too. A lot of grant-readers are not educators and if you include too much jargon they won't have any idea what you're talking about. Not everyone knows what CCSS, STEM, PBL, Lexile levels or Makerspaces are.



## DATA AND DEMOGRAPHICS

Demographics are statistics that are gathered by federal, state and local governments in their annual census reports. Every ten years, you are subjected to a large census inquiry, usually a document or survey to fill out, sometimes, a person may come to your home to interview you. Census preparation is a huge undertaking but critical, a true count of people in a town will determine funding for many public services and facilities.

The demographics portion of your application will appear near the beginning of your application. A single paragraph should do the job.



*The XXX Public Schools (13,547 students) is an urban school district north of XXX (nearest large city), with a low income (78.6%) and diverse (75.5% minority) population. The City of XXXX is the largest city in XXXX County, (state). XXXX's dense population of 86,957 citizens live within 10.8 square miles. Over the last 30 years, the minority population in XXXX has grown from 18% to 75.5%. A large majority of the increase is due to an influx of limited English proficient families from Hispanic countries. XXXX is ranked 334<sup>th</sup> of 351 towns and cities in the state in median income. XXXX's below poverty level rate is 20.3% compared to 10.3% for the state. The median income in XXXX is \$39,365 compared to an average state income of \$64,081. Nationally; the child poverty ratio is 1 in 5; in the state the ratio is 1 in 4. However, XXXX reports a ratio of 1 in 3. The dropout rate for the XXXX Public Schools during school year 2009-2010 was 16.4%, as compared to the state level 2.9%.<sup>1</sup>*

<sup>1</sup>You may wish to use footnotes in your applications, an annotated document allows you to keep details separate for optional viewing by the reader. Be sure you follow all formatting rules spelled out by the funder in their application procedures documentation. If they say double spacing, they mean it, if they say limit of 13 pages, they mean it. They will discard anything beyond the 13th page.

## GLOSSARY

**Applicant** Any user registered with an applicant account type. See also Individual Applicant and Organization Applicant

**Application** The specific set of forms, documents, and attachments that comprise an applicant's submission to a federal grant opportunity.

**Award** Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts which are required to be entered into and administered under federal procurement laws and regulations.

**Budget** The financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

**Budget Narrative or Budget Explanation** The budget narrative provides a detailed description and support for items in the proposal budget. Budget narratives typically include calculations for staff hours and costs, lists of materials & supplies with costs, description of travel with cost details, explanation of other direct costs, and indirect cost rates and calculations. Some require a description of what personnel will do on the project.

**Close Date** The deadline designated by the grant-making agency designated for submission of a particular grant application. Also see Grace Period

**Continuation Grant** An extension or renewal of existing program funding for one or more additional budget period(s) that would otherwise expire. Continuation grants are typically available to existing recipients of discretionary, multi-year projects; however, new applicants may be considered. Receipt of a continuation grant is usually based on availability of funds, project performance, and compliance with progress and financial reporting requirements. Applications for continuation may compete with other continuation requests submitted to the awarding agency.

**Date of Completion** The date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which awarding agency sponsorship ends.

**Discretionary Grant** A grant (or cooperative agreement) for which the federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.

**LOI: Letter of Inquiry** A letter of inquiry is a brief yet concise presentation of the program or problem that you would like funded as well as your organization's qualifications and background. A letter of inquiry can often be the most important step in securing grant funds. According to the Foundation Center, many foundations prefer funding requests come first in the form of a LOI instead of a full proposal.

Foundations typically use letters of inquiry to see if there is interest in the project before a full proposal is submitted.

**Logic Model** A logic model is sometimes requested when applying for a grant. Simply put, this document shows the relationships among your project's sources, actions, outputs, and expected outcomes. Logic models show, in table form, the expectations you have for the project you wish to be funded. Logic models can be useful for project planning and making you aware of any project gaps.

**Mandatory Form** The forms that are required for the application. Please note that a mandatory form must be completed before the system will allow the applicant to submit the application package.

**Nonprofit Organization** Any corporation, trust, association, cooperative, or other organization, not including IHEs, that: (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (b) Is not organized primarily for profit; and (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

**Optional Forms** The forms that can be used to provide additional support for an application, but are not required to complete the application package.

**Project Cost** Total allowable costs incurred under a Federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.

**Project Period** The period established in the award document during which awarding agency sponsorship begins and ends.

**Recipient** A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

**RFA: Request for Applications** An RFA is essentially the same as an RFP. Government agencies and other grant-making organizations sometimes release requests for applications, specifying what types of programs are eligible for funding.

**RFP: Request for Proposal** The Nonprofit Good Practice Guide Glossary defines an RFP as "An invitation from a funder to submit applications on a specified topic with specified purposes." According to the Foundation Center, a relatively small number of grant-making organizations use RFPs although they are becoming popular for promoting new programs.

**Third-Part In-Kind Contributions** Third-party in-kind contributions means the value of non-cash contributions (i.e., property or services) that- (a) Benefit a federally assisted project or program; and (b) Are contributed by non-Federal third parties without charge, to a non-Federal entity under a Federal award.



For more information, please contact Elizabeth C. Simmons in the Office of Elementary Education and Reading.

601-359-2586 | [esimmons@mdek12.org](mailto:esimmons@mdek12.org)

Visit: [www.mdek12.org/Library](http://www.mdek12.org/Library)