

**Harrison Public Schools Foundation, Inc.**  
**Grants to Teachers**  
(Revised May 2002)

Teachers in the Harrison School District will have the opportunity to apply for grants to activate programs that emphasize creative (not necessarily original) approaches to teaching and for academic learning activities. The amount of grants awarded will be determined by the Foundation each year according to funds available. These programs should stimulate thought and expand existing curriculums. (No funds will be provided for programs that have booster club funds available.) The Foundation reserves the right to fund only the portions of the project proposal that meet Grant Selection Criteria.

**Grant Selection Criteria**

The Foundation will award grants based on the following selection criteria:

- 1- the objectives are consistent with Harrison School District goals and Foundation policies.
- 2- the number of students who will benefit from the project.
- 3- the grant includes criteria to measure success (extra testing should not be part of the criteria).
- 4- the grant focuses on improvement and innovation.
- 5- the project has an educational impact.
- 6- replication of the project is possible elsewhere in the district (the recipient may be asked to provide in-service training for the replication of the project).
- 7- the project is feasible as to time, implementation, budget, and resources.

The Grant Application form is in three (3) parts:

1. a cover sheet,
2. an itemized budget
3. a narrative (N-1) or completed form (F-1)

Upon receipt by the Superintendent's office, the application will be assigned a number and the cover sheet removed. Because applications are blind judged, **DO NOT USE YOUR NAME, YOUR SCHOOL'S NAME, or PROVIDE IDENTIFICATION** except on the cover sheet of the application form. Failure to follow this directive can lead to rejection of the grant application. Do not staple the cover sheet to the application.

Return the cover sheet with two (2) copies of the entire application to:

Superintendent's Office  
Harrison School District  
110 South Cherry Street  
Harrison, AR 72601

**Harrison Public Schools Foundation, Inc.**  
**Foundation Guidelines**  
(Revised May 2002)

- 1. The grants committee will prepare and provide guidelines for awarding grants.**
- 2. The grants committee will be responsible for the preparation and distribution of grant applications.**
- 3. Each grant application should include an itemized budget.**
- 4. The grants committee will review all applications and notify the Foundation Board regarding funding recommendations.**
- 5. The Foundation Board will award all grants.**
- 6. Awarded grants will be forwarded to the treasurer of the Foundations for disbursement.**
- 7. Budget changes must be requested in writing and approved by the grants committee.**
- 8. The grantee will prepare the final grant report as specified by the grants committee. Upon receipt of the final grant report, the actual expense receipts for grants less than \$500 will be reviewed and compared to the grant budget for compliance. Grants in excess of \$500 will submit an actual expenditure report, which will be compared to the budget for compliance. Any funds not used will be returned to the Foundation.**
- 9. The final grant report should be submitted to the superintendent's office at the end of the semester that the grant is awarded. (Example: grant awarded in August should have final grant report submitted by December.)**
- 10. Approved applications, initial budgets, approved changes, final reports, expense receipts, and all communications with regard to an awarded grant will be retained for a minimum of seven (7) years by the Foundation.**
- 11. The Foundation reserves the right to inspect all invoices and paid receipts at any time.**