

Frequently Asked Questions...

How much time do I allow to prepare my proposal and apply for my grant?

A minimum of four (4) weeks is recommended. You will need adequate time to gather your information and prepare the proposal, as well as time to get your application on the School Board Agenda for approval before the application can be submitted.

May I submit my own proposal?

After your application has been reviewed and Board approved, you may request it be returned to you for submission.

Can I include paying myself in the proposal?

Yes, if you are writing a proposal that includes duties beyond your regular work day and the salaries for this purpose, you can be paid for the duties beyond your regular day. All paid duties and pay rates are board approved and must be in compliance with negotiated salary schedules. ***You cannot include extra payments such as bonuses for writing the proposal.***

Can I include items such as food, recognition awards, clothing or personal items in my budget proposal?

Generally not, although it may be allowable if it is part of the project or program you are proposing and is included in the approved grant.

Can a vendor assist me in writing my proposal?

You can obtain assistance from virtually any source. ***Proceed carefully*** – District ***personnel are not allowed to accept gifts from outside vendors***, nor can you write a proposal that guarantees a sale from a particular vendor. ***You must keep in line with ethical and professional conduct at all times!***

Where can I find funding ideas and opportunities for my classroom projects?

Check out our website: <http://myvolusiaschools.org/grants-development/Pages/default.aspx> for plenty of ideas.

Click here for a list of funding opportunities: [Funding Grid.pdf](#)