

Foundation of Monroe County Community Schools Building Level Approval Instructions Principals and Building Representatives

All grants submitted by an MCCSC employee or student must be approved at the building level in order to be considered for evaluation at the Foundation’s Grant Committee Meeting. Elementary Library Grants and High Impact Grant proposals only require the building level approval of the principal.

1. All applicants are required to input the name and email of their principal and building representative. When the applicant submits the grant proposal the system will generate and email informing each of the pending grant.



 **Foundation**
MONROE COUNTY COMMUNITY SCHOOLS
Transforming Lives

Dear Matt McDivitt,

Cyrilla Helm has asked that you provide a(n) Building Representative Approval as part of their application to **Curriculum Enrichment Grants 2018-2019**.

THE DEADLINE FOR RECEIVING YOUR RECOMMENDATION OR INFORMATION IS AT 07:00 PM EDT ON 10/12/2018.

[Submit Your Recommendation or Information](#) 

Or, copy the link below into your browser to submit:

<https://www.app.smarterselect.com/recommender/df3d1e216e95ac8c6b615bdcdf816a9f>

Thank you,
The Foundation of Monroe County Community Schools

This is an automated e-mail message - Please do not reply.

For assistance, please contact fmccs@mccsc.edu at The Foundation of Monroe County Community Schools.

This email serves only as information and provides further instructions on how to approve the grant. When you receive this please click on the green Submit Your Recommendation or

Information button. This will open the Information Request and provides the approval instruction dates and information. Note you cannot see the grant application from this link. **Select the bubble – “I have read this email...” and click Submit on or before October 12th at noon.**



Information Request for Cyrilla Helm Curriculum Enrichment Grants 2018-2019

Deadline: October 12 2018 07:00 PM EDT

If you have any questions or need assistance, please contact Cyrilla Helm at fmccs@mccsc.edu

A Curriculum Enrichment Grant has been submitted by a member of your faculty. Your approval for this grant is required. Please note this email provides information for the grant review process and you cannot read the grant until the cycle is closed. Please follow these steps to approve grants this year:

- 1) October 11th the grant program closes.
- 2) October 11th or before you will receive an email through the SmarterSelect system inviting you to create your account to approve the grants submitted from your building. If you already have an account you will not receive the email and will not need to complete this step.
- 3) The Foundation will link the grant to you for building level approval on October 12th.
- 4) You will receive an email from FMCCS letting you know the grant is ready for your review. You will have from October 12-15 at 5:00 PM to review and approve the grant(s) submitted from your building.
- 5) To review log into www.SmarterSelect.com and select My Evaluations. Click Read to open the application(s). Within the budget section of the application you will see a box highlighted in blue asking you as the Principal to approve the grant for consideration for funding. Please click approve or not approve. Your approval is required in order for this grant to be considered for funding by the evaluation committee. If you have any questions please contact the Foundation at fmccs@mccsc.edu

I confirm I have read this email and agree to log on into SmarterSelect.com to review and approve this grant between October 12-15, 2018 at 5:00 PM.

Submit

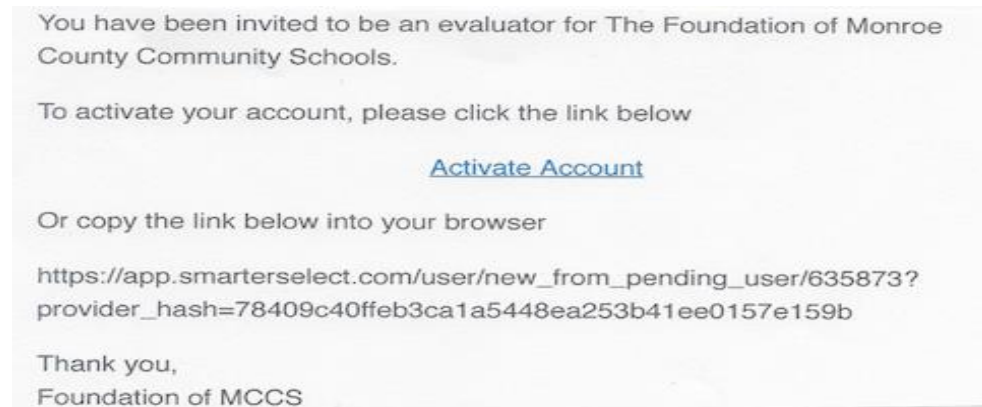
or [Save & finish later](#)

The schedule for information grant responses is as follows:

- Elementary Library Grants on/before October 5 at Noon (principal only)
- Fall Cycle Curriculum Enrichment, Small Science & Environmental Grants and High Impact Grant Proposals on/before October 12th at Noon. **We encourage you do this as early as possible in the process.**
- Curriculum Enrichment Monthly and Small Science & Environmental are on/before the first day of the each month starting December 1.

2. At the close of each grant cycle FMCCS will link the grants submitted from your building to your account for review and approval.

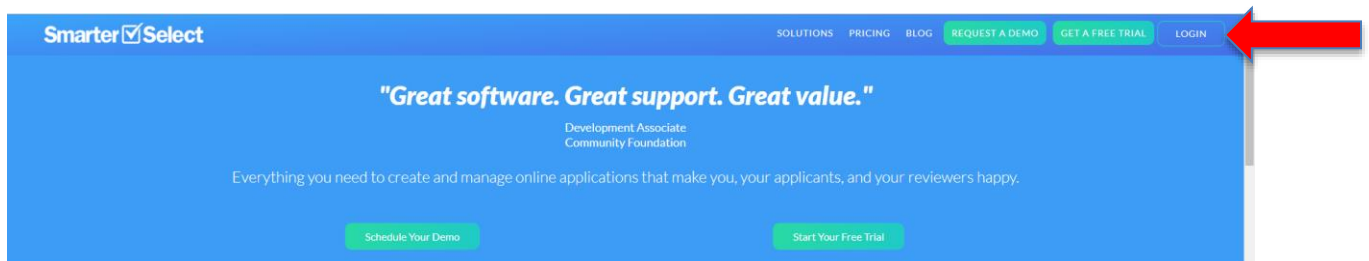
FMCCS will set up evaluator accounts for all principals and building representatives who do not have one. The system will send you an email inviting you to set up your evaluator. This link is active for seven days.



If you already have an account and password created you will not receive this email. The Foundation will inform you of any grants from your building that need approval and you will use the following steps.

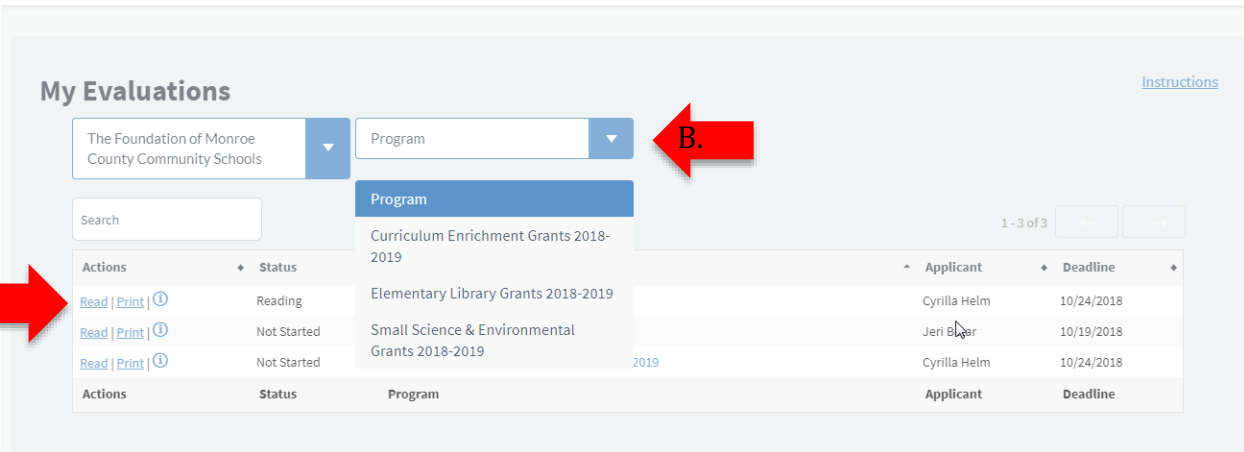
3. Go to www.SmarterSelect.com

4. Click on Login



5. Enter your email and password to log into your account.

6. A. Select My Evaluations to see all applications linked to your account. B. Click the program drop-down arrow to find the current grant(s) you have been assigned. C. To open the application online click on Read or you may Print them.



My Evaluations [Instructions](#)

The Foundation of Monroe County Community Schools

Search

Program

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Actions	Status	Program	Applicant	Deadline
Read Print Help	Reading	Curriculum Enrichment Grants 2018-2019	Cyrilla Helm	10/24/2018
Read Print Help	Not Started	Elementary Library Grants 2018-2019	Jeri Blar	10/19/2018
Read Print Help	Not Started	Small Science & Environmental Grants 2018-2019	Cyrilla Helm	10/24/2018

7. The grant application is divided into the following sections:

- Applicant Information
- Program/Project Information
- Grant Budget
- Grant Approvals (this is names only of BR and Principal)
- Grant Submission



Within the grant you will see blue highlighted question boxes for evaluator notes and information. **Your comments in the evaluator notes are very helpful to the committee in evaluating the grants and establishing funding.**

After you have reviewed the grant you will find questions directed to the principal and the building representative in the Grant Budget section.

Building Representative I confirm I have read this grant and approve it for funding consideration.  

Approve

Do not approve

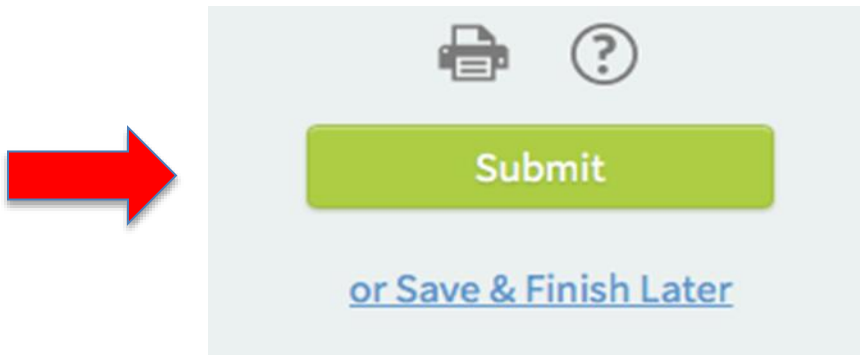
Principal Approval - I confirm that I have read this proposal and believe that it fulfills an educational need for the educators and students of our school.  

Approve

Do not approve

Please select your response for approval of the grant.

8. Submit or Save & Finish Later



Note only the Submit releases your approval. **This is required for the grant to be evaluated by the FMCCS Grant Committee.**

9. Building Level approvals must be complete for all grants to be considered for funding by the Grant Committee. The following table provides a summary of the approval dates:

Grant Category	BR Review Approval	Principal Review Approval	Grant Committee Evaluation Period
Elementary Library	N/A	Oct. 5-8 @ 5PM	N/A
Curriculum Enrichment	Oct. 12-15 @ 5PM	Oct. 12-15 @ 5PM	Oct. 16-23 @ 12 Noon
Small Science & Environmental	By Oct. 12-15 @ 5PM	By Oct. 12-15 @ 5PM	Oct. 16-23 @ 12 Noon
Ongoing Curriculum Enrichment	Dates will be provided monthly	Dates will be provided monthly	Dates will be provided monthly
Ongoing Small Science & Environmental	Dates will be provided monthly	Dates will be provided monthly	Dates will be provided monthly
High Impact	By Oct. 12-15 @ 5PM	By Oct. 12-15 @ 5PM	N/A

Please note the heaviest concentration of grant applications are submitted during the Fall Grant Cycle in October. The Ongoing grant submissions are usually fewer and are reviewed by a smaller committee each month. Approval dates will be provided each month to the BRs and Principals who will need to approve at the building level.

If you have additional questions please contact the Foundation at fmccs@mccsc.edu or extension 50065.