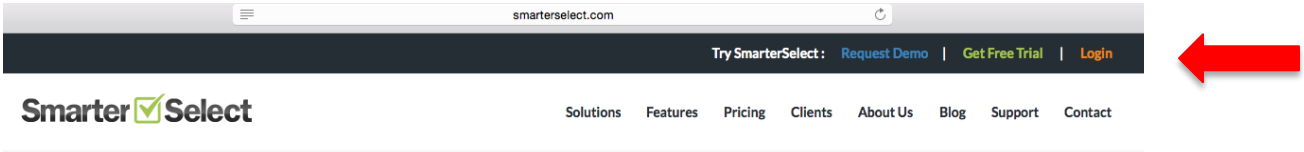
Foundation of Monroe County Community Schools
Grant Review Committee Evaluation Instructions

After the Building Level review and approvals are complete, FMCCS will set up each building representative as an Evaluator and all applications. If you have reviewed grants from your building then your account will already be established. If there were no grants submitted by educators in your school then an account will be established for you and you will receive an email inviting you to set up your account.

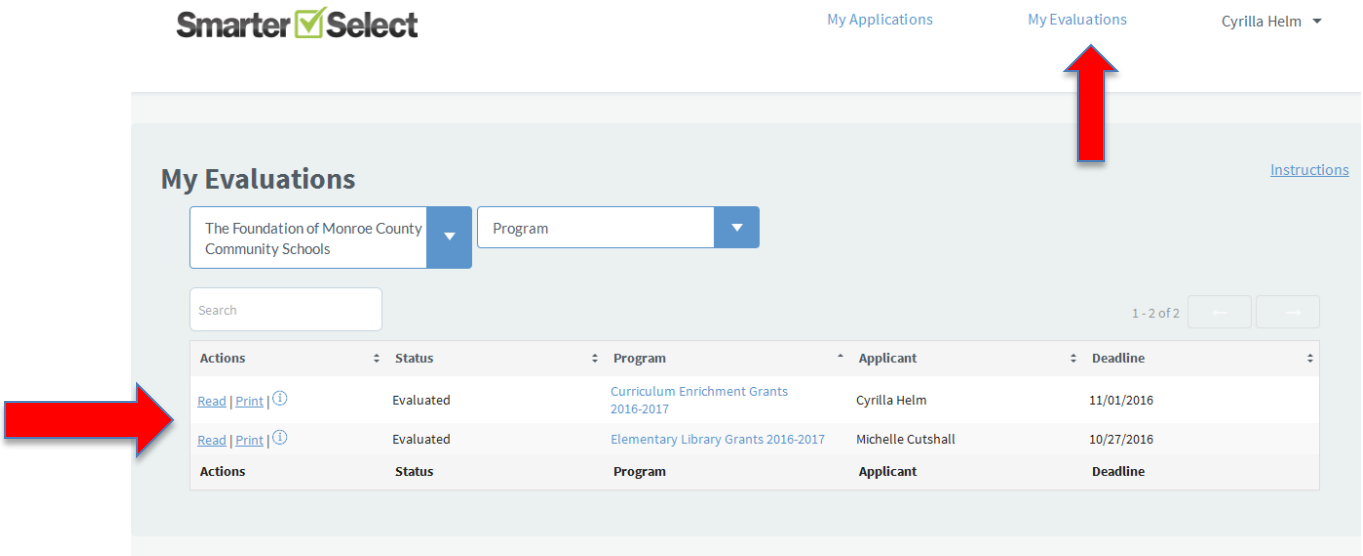
After your account is established you can review and evaluate the grants using the following instructions.

1. Go to SmarterSelect.com

2. Click on Login



3. Click on My Evaluations
4. Open each application by selecting READ or if you prefer you can PRINT them.



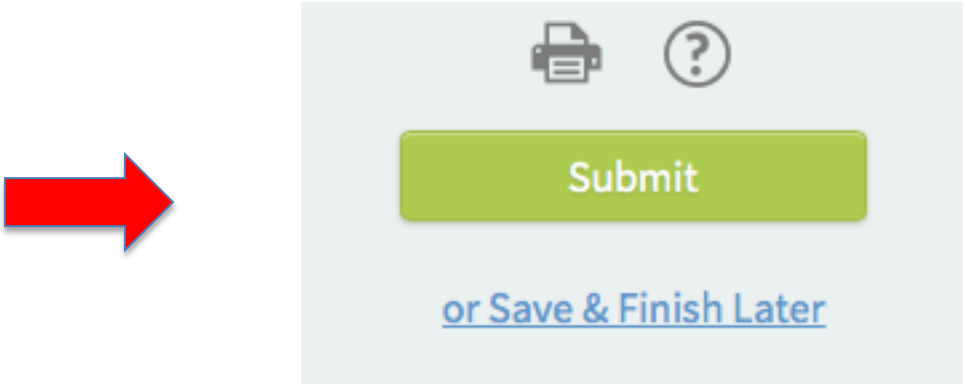
5. Blue shaded boxes contain evaluator questions. You can use these areas to record your evaluator notes about the grant request.

6. Please note in the Evaluation stage the building representative and principal approval areas are complete and you do not need to do anything with those questions.

   What to look for in a grant:

   1. Educational Merit
   2. Student Impact
   3. Innovation or Creativity
   4. Measurable Outcomes & Goals
   5. Sustainability of the request
   6. Is the grant well written and provide support for the project

7. Submit or Save & Finish Later



You can save your comments and return to the application at any time during the evaluator review period. The Foundation staff can see your notes but at this time we will not collate the evaluator responses for the Committee Review Meeting.

8. After you have reviewed all applications email Michelle Cutshall (mcutshal@mccsc.edu) a list of your top five grant proposals by noon on the day of the Grant Review Committee meeting.