

Guidelines for City of Bowie Grants for Education

Eligibility:

To be considered for funding, applicants must meet at least one of the following criteria:

Be a teacher in an eligible Bowie school as designated by the Committee criteria*, or have a proposal that will benefit students attending an eligible school located within the Bowie city limits.

*Eligible schools include: Bowie & Tall Oaks High Schools; Benjamin Tasker & Samuel Ogle Middle Schools; C. Elizabeth Rieg, Chapel Forge Early Childhood Center; Cornerstone Christian Academy, Grace Christian, Holy Trinity (lower school) & Saint Pius X; Heather Hills, High Bridge, Kenilworth, Northview, Pointer Ridge, Rockledge, Tulip Grove, Whitehall & Yorktown Elementary Schools.

Finances:

1. Up to \$15,000 has been set aside to provide grants to applicants. Grants will range in size from \$100 - \$1,000.
2. A selection committee will meet to determine the successful applicants and the amount to be awarded. The number of grants and the amount of money awarded will be based on the number of applicants, the quality of projects and applications submitted, and the amount of money requested.

Requirements include:

1. Proposed programs must take place in, or directly impact students in an eligible* Bowie school, as identified above.
2. Person or group receiving grant will be expected to complete an evaluation and assessment of effectiveness of program.
3. Applications must be completed and **submitted by Thursday, October 15, 2009.**
4. To be considered all applications **must be** submitted on the official application form and **all** questions **must** be answered.
5. All applications **must include a detailed budget** on the form provided.
6. Receipts or invoices submitted for reimbursement ***MUST NOT be dated prior to the receipt of an award letter.*** *The project cannot have begun prior to grant notification date.*
7. All grant proposals that are designated to take place in a school building **must** have the approval of the Principal or school Administrator.
8. ***Any changes to an approved Grant must be approved in writing prior to any expenditure of funds.***

Failure to adhere to above requirements may mean that you will not be reimbursed, and will result in future ineligibility for grants.

Additional Information:

Grant information and applications will be publicized throughout the summer and early fall.

Grants will be awarded during November 2009.

City Of Bowie

Grants For Education Application

Application should be completed and submitted to the Education Committee, at Bowie City Hall, by Thursday, Oct. 15, 2009. Questions should be directed to Committee liaison Leni Stern at 301-809-3068, or lstern@cityofbowie.org.

Please read the Eligibility Guidelines before completing this application

Name _____

Address _____

Phone number (home) (____) _____

(work) (____) _____

email _____

Relationship to Bowie school (teacher, parent, student etc.) _____

Project location _____

Project Title _____

Signature of Principal _____

I understand and agree that the City assumes no responsibility or liability for injuries to persons or property that result from or relate to use of the funds received by me from the City pursuant to this grant. I agree to indemnify and hold harmless the City and its officers and employees from any claims, damages, judgments or losses arising from any injuries to persons or property arising in connection with or related in any way to use of the funds received by me from the City pursuant to this grant. I further agree that funds will be spent only as specified in the Grant notification letter. Any changes must be approved in advance of expenditure.

Signature of Applicant _____ Date _____

Applicant 's Name (please print): _____

All information included in this 2009-2010 Education Grant Application is accurate to the best of my knowledge.

Signature of applicant: _____ Date: _____

Applicants' Name (please print): _____

Since the selection process is blinded, please complete the following application form without including any information identifying the specific grant applicant or school.

Project Title _____

Description of proposed project: Please include: purpose of project, how it will be implemented, benefit to students, how the project enhances student learning and/or provides enrichment or expanded learning opportunities. Use back and/or attach a single extra sheet, if needed.

Target population (Grade &/or Age and # of students impacted.) _____

Is this a special education group? (Type) _____

Proposed starting date _____

Proposed ending date _____

Materials needed _____

Total cost of project _____ **(A detailed list of projected expenses must be included with application. Please use attached budget form.)**

Total amount of grant being requested \$ _____

Have you received or will you be applying for any other funding to assist with this project YES NO (Please circle one)

If additional funding has been applied for, please indicate in your detailed budget (requested above) which items you expect this grant to cover, and include costs of and what items will be covered with funds from other sources.

Will this project be initiated or this equipment purchased without this grant? YES NO (circle one)

Please attach any other additional information you feel pertinent, and limit to *no more than two typewritten pages*.

Do not leave any sections of this application blank or unanswered.

Beyond the first page, information should not identify the person requesting the grant or the school.

Submit all information to the attention of the Education Committee, by fax, 301-809-2314, or drop off or mail to the attention of the Education Committee at Bowie City Hall 2614 Kenhill Drive, Room 203, Bowie, MD 20715

Grants must be received by Thursday, October 15, 2009.

Grant # _____
(to be assigned)

**City of Bowie
2009-2010 Grants for Education
Budget Request Form**

Title of Grant _____

Please include all expenses, for this project, using the chart below.

Note: this includes funding sought from this grant request, as well as other funding. Please identify which funding is being requested through this grant and which will come from other sources, in the appropriate columns.

<u>Item</u>	<u>Cost</u>	<u>In Kind</u>	<u>Description</u>	<u>Funding: other sources</u>	<u>Funding Requested: this grant</u>
			<u>TOTALS:</u> _____		

This chart may be copied if additional space is needed.

Grant # _____
Office use only

