

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 \$12,500 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 13, 2011.**
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 2011.

City Of Bowie Grants for Education Application

Application should be completed and submitted to the Education Committee, at Bowie City Hall, by Thursday, Oct. 13, 2011. Questions should be directed to Steven Theodore, Education Committee Grants Chairperson at steven.theodore@comcast.net

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 2011-2012 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 and explain)

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, 301-575-5615, or drop off or mail to the attention of the Education Committee at Bowie City Hall 15901 Excalibur Road, Bowie, MD 20716

Grant applications must be received by Thursday, October 13, 2011.

Grant # _____
(to be assigned)

**City of Bowie
2011-2012 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

**2011-2012 Grants for Education
Application Checklist**

Please read and respond to the following questions and statements to ensure that your grant application is complete. Include this completed checklist with the application you submit.

Required Information

	Yes/No
Have you reviewed the application thoroughly?	_____
Are you proposing a project for students attending an eligible school?	_____
Are you proposing a project that benefits an appropriate target population?	_____
Have you included explanations of target population, benefits of project, etc.?	_____
Has your application been approved and signed where required?	_____
Are you submitting this application on or before October 14 th ?	_____
Have you answered all questions and included all required information?	_____
Have you completed the detailed budget form, with required explanations?	_____
Have you planned your project timeline to begin after grant notification?	_____
Are all attachments complete and included?	_____

Purpose of the Proposed Project

	Yes/No
Does your project fit within the purpose of the grant, as stated on the application?	_____
Is your description clear and concise?	_____
Does your description include the items mentioned: purpose, explanation of project implementation, benefit to students, etc.?	_____

Project Organization & Content

Yes/No	
_____	Does your application include starting and ending dates?
_____	Are project materials and their uses explained?
_____	Have you followed project guidelines?
_____	Is information included easy to read and understand?
_____	Does information flow logically?
_____	Do the major points stand out?
_____	Does it meet limits on length and attachments?

Other Items of Major Importance to the Grant Application Process

	Yes/No
<i>Do you understand and will you be able to adhere to the following requirements?</i>	
<i>You will be required to submit a completed evaluation upon project completion</i>	_____
<i>Projects must not have begun nor expenses been incurred prior to the receipt of the award letter</i>	_____
<i>Any and all changes to approved grants must be submitted in writing, and approved, prior to the expenditure of funds</i>	_____
<i>Failure to adhere to the requirements may mean that you will not be reimbursed, and will result in future ineligibility for grants</i>	_____
<i>Is identifying information, person, (i.e. applicant, educators) & organization (school) names, addresses, email addresses, etc., included only on pages where allowed, per the instructions provided?</i>	_____