



Guidelines for City of Bowie Grants for Education

Eligibility:

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

- (1) Be a teacher in an eligible* Bowie school as designated by the Committee criteria, or
- (2) 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 and Yorktown Elementary Schools.

Funding:

1. Up to \$15,000 has been set aside to fund the grant program. Individual reimbursement grants are awarded in amounts ranging from \$100 - \$1,000.
2. A selection committee will determine which applicants will receive grants and the amount to be awarded. The number of grants and the total amount of money awarded will be based on the number of applications submitted, the quality of projects, sustainability in the event of distant learning and the amount of money requested.

Requirements:

1. Proposed programs must take place in, or directly impact students in an eligible* Bowie school, as identified above. All grant proposals that are designated to take place in a school building or remotely, via a digital platform, **must** have the approval of the Principal or School Administrator.
2. Person or group receiving a grant will be expected to complete progress reports and an evaluation assessing the effectiveness of the program. The Grant Timeline document has further information about the due dates of these components. Awardees will be required to submit a report about the project along with receipts, within **four weeks of the project/event completion**.
3. **COVID-19 Plan:** Applications must follow all State of Maryland, Prince George's County and City of Bowie mandates in response to COVID-19. **Please explain how your project will be executed virtually, hybrid, or with shared materials if needed.**
4. All applications **must include a detailed budget** on the form provided.
5. Applications **must be** submitted on the official application form and **all** questions **must** be answered (including a detailed budget). Failure to do so will result in a disqualification from consideration.

6. ***Completed applications must be submitted to Lori Cunningham (lcunningham@cityofbowie.org) with the subject line: Education Grant Application by October 7, 2022 by 5 pm.***
7. This grant is a **cost reimbursement grant**. Therefore, **the grantee must pay for the items first and then submit a reimbursement request**. Grantee will be reimbursed for cost incurred up to the amount awarded by the committee. If approved, grants will be paid once receipts are submitted for reimbursement.
8. Receipts **MUST NOT** be dated prior to receiving an award letter. The project cannot have begun prior to the grant notification date. Any changes to an approved grant must be approved in writing prior to any expenditure of funds.
9. The Education Committee requires that grant awardees follow all procedures that the committee has established in order to be awarded their grants.
10. Applicants must include a statement to the effect that, "Support for the project was provided by a grant from the City of Bowie" in all presentations, programs, exhibitions, displays, and publicity. Phrases such as "partial support", "funding", or "partial funding" may be used as appropriate. Additionally, all awardees agree to work with the committee to assess the project after completion.
11. All projects must be completed by May 31, 2023, unless special arrangements have been made with the Education Committee at least one month prior to April 30, 2023.
12. Reports and reimbursement requests must be submitted by June 1, 2023.

Failure to adhere to the above requirements may delay or forfeit reimbursement and will result in future ineligibility for participation in the grant program.

Below are some examples of the types projects the Education Committee awards grants to:

- Projects that provide materials/resources that encourage youth to read and developing reading skills
- Projects that provide resources/materials for students that excite them about math and teach math skills
- Projects that provide materials/resources that explore the world of science (S.T.E.A.M)
- Projects that are environmentally friendly such as rain barrels, butterfly gardens, and creating green space at the school
- Field trips that include class lessons and plans that follow and are approved by the Prince George's County Public School System's guidelines
- Arts projects that offer experiences in visual or performing arts, such as painting classes, drama workshops/clubs/, music/theater performances that are tied to the curriculum or provide arts enrichment