



City of Bowie Grants for Education Application 2022-2023

Application should be completed and submitted to the Education Committee, at Bowie City Hall, by **October 7, 2022 by 5pm**. Questions should be directed to Lori Cunningham, staff liaison, Education Committee at lcunningham@cityofbowie.org or 301-832-7451.

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 2022-2023 Education Grant Application is accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Applicant's Name (please print): _____

Description of proposed project: Please include the purpose of project, how it will be implemented virtually/with social distancing/with sharing items (if needed), benefit to students, how the project enhances student learning and/or provides enrichment or expanded learning opportunities. Please include the desired outcomes from the project. These will be included in grant reports. Use back and/or attach a single extra sheet, if needed.

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

How many students will be served _____

Is this a special education group Yes _____ No _____

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 _____ If yes, please 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

- 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.
- Submit the complete application via email to lcunningham@cityofbowie.org, with the subject line: **Education Grant Application**
- Grant applications must be received by **October 7, 2022 by 5 pm.**



City of Bowie 2022-2023 Grants for Education Budget Request Form

Title of Project: _____

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

**2022-2023 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

Check One

- 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 21st at 5 pm? _____
- Did you put: **Education Grant Application** in the subject line? _____
- 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

- 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

- 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

- Do you understand and will you be able to adhere to the following requirements? _____
- You will be required to submit a completed evaluation upon project completion? _____
- Projects cannot begin or expenses incurred prior to the receipt of the award letter. _____
- Any and all changes to approved grants must be submitted in writing, and approved, prior to any expenditures. Failure to adhere to the requirements may mean you will not be reimbursed, and will result in future ineligibility for grants _____