



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 \$250 - \$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 Orders in response to COVID-19. Please explain how your project can be executed virtually.
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) by October 9, 2020 by 5 pm.***
7. Priority will be given to 2019-2020 awardees that were unable to complete their grant due to the pandemic and school moving to virtual learning in March 2020.
8. This grant is a cost reimbursement grant. Therefore, the 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.
9. 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.
10. The Education Committee requires that grant awardees follow all procedures that the committee has established in order to be awarded their grants.
11. All projects must be completed by May 31, 2021, unless special arrangements have been made with the Education Committee at least one month prior to April 30, 2021.

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

City of Bowie

Grants for Education Application 2020-2021

Application should be completed and submitted to the Education Committee, at Bowie City Hall, by **October 9, 2020 by 5pm**. Questions should be directed to Lori Cunningham, staff liaison, Education Committee at lcunningham@cityofbowie.org or 240-544-5601

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 2020-2021 Education Grant Application is accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Applicant's 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 virtually, 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 email to lcunningham@cityofbowie.org, (Email is preferred) 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 October 9, 2020 by 5 pm.**

Grant # _____ (to be assigned)

**City of Bowie
2020-2021 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

**2020-2021 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

circle 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 23rd?
- 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 must not have begun nor expenses been 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 the expenditure of funds.
- Failure to adhere to the requirements may mean that you will not be reimbursed, and will result in future ineligibility for grants
- 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?

**City of Bowie
Education Committee
2020-2021 Grant Acceptance Form**

Date: _____

I, _____ of _____, have received
(Contact person) (School name)

notification from the City of Bowie Education Committee of my selection to receive a

Grant in the amount of \$ _____ for the _____ project.
(Project title)

I understand that funds may be used only for the purpose specified in the attached award letter and/or original grant application and that all expenditures must have occurred after the date of the acceptance of this award. Progress reports will be submitted by **January 2, 2021, March 2, 2021** and **May 2, 2021** and that the evaluation must be completed and returned prior to **June 7, 2021**. Reimbursement forms with receipts must also be submitted no later than **June 7, 2021**.

Although, in some cases, this grant does not fully fund the project proposed in the original grant application, my signature on this document confirms the intent of the above mentioned person/organization to complete the project/program as outlined in the original proposal, and that funds awarded for this grant may be applied only to approved items.

In addition, I understand that any changes to the original proposal must be submitted in writing and approved, by the Education Committee, in advance of such expenditures.

Failure to comply with the above requirements, and those included in the award letter may result in the inability of the City to reimburse expenses and in future disqualification from Grant eligibility.

Signature

Printed name

Organization Name, Address, Phone Number

Please return to: **Lori Cunningham: lcunningham@cityofbowie.org (Email is preferred) ~or~**
Education Committee
Bowie City Hall
15901 Excalibur Road
Bowie, Maryland 20716

EVALUATION FORM
CITY OF BOWIE 2020-2021 EDUCATION COMMUNITY GRANTS

Please complete the questions below about your Education Grant Project.

Form must be completed and submitted with receipts before reimbursement can be made.

Project Title _____

Date Project was Completed _____

1. Number of Participants and/or audience members (Answer all that apply)
_____ number of people who presented the project
_____ number who attended the project as audience members
_____ number of participants in the project
2. Did the project achieve its objective? Why or why not?
3. Was the project completed successfully?
4. Do you plan to repeat this project? Why or Why not?
5. What changes might you make in this project if you repeat it?

Please supply a final copy of any program for this event.

Also please provide us with any visual materials such as photos, CD's or videos of your event.

Please return evaluation form and documentation to:

Lori Cunningham: lcunningham@cityofbowie.org (Email is preferred) ~or~

Bowie Education Committee

Bowie City Hall

15901 Excalibur Road

Bowie, MD 20716

Evaluation Forms and materials should be submitted by January 2, 2021, March 2, 2021 and May 2, 2021 with the Reimbursement Form and receipts.

Thank you very much for completing this evaluation form.