21st Century Enrichment Grant Application

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21st Century Enrichment Grants

**I. General Information**

Hot Spots Extended Care Programs Inc. in partnership with Education Foundation of Baltimore County Public Schools provides elementary schools the opportunity to complete an application process to be the recipient of a 21st Century Enrichment Grant.

As a grant recipient, an elementary school will be awarded an educational enrichment community experience valued at $3000.

From June 2016-October 2016, elementary schools will have the opportunity to complete the application.

**21st Century Enrichment Grant Goals**

(1.) Serve more children and school communities in Baltimore County Public Schools with high quality hands-on collaborative events.

(2.) Maximize the impact of school community events through the modeling of strategic planning and collaborative efforts, as well as diversify available resources.

(3.) Offer capacity building opportunities to partners in the network so they may better serve their educational community.

(4.) Offer schools an opportunity to extend the grant into sustainable, long-term projects.

**Eligibility and Selection Criteria**

* Applicant must be:
  + A representative of a BCPS elementary school.
  + Baltimore County Public Schools professional personnel.
* Applicant agrees to:
  + Provide evidence and information required in the application.

**Prerequisites**

* The proposed project aligns with BCPS goals for academics and key actions as stated in the BCPS *Blueprint 2.0: Our Way Forward* and school progress plans, and addresses one of the following enrichment focused 21st century themes:
* Financial, Economic, Business, and Entrepreneurial Literacy
* Science, Technology, Engineering, and Mathematics (STEM)
* Environmental Literacy
* Civic Literacy
* Health Literacy
* Arts and Culture
* Global Awareness
* The proposed project includes plans for community partnerships.
* The school liaison is capable of fulfilling the standards and time requirements of the outlined collaborative process (see Section V. Collaborative Requirements for specific roles and responsibilities of the school liaison).
* The school liaison must attend the **mandatory** grant orientation on **Wednesday,** **November 9, 2016,** from 9 to 11 a.m. at Hot Spots Headquarters at 1306 Bellona Ave., Lutherville, Maryland 21093.

**II. Application Details and Requirements**

**Application Criteria**

The applicant will provide evidence that supports:

* The academic and school necessity of an educational enrichment community event with evidence from the school progress plan.
* The school’s methodology and commitment to increase parent, teacher, and community involvement through a collaborative and strategic process.
* The school’s plan to sustain efforts that reinforce the related concepts explored through the grant process.

All applications will be reviewed by a selection committee assessing the applicant’s eligibility and evidence of adherence to grant criteria.

**Priorities**

Priorities will be given to projects that:

* Include broad-based community partnerships.
* Include plans for achievable sustainability beyond the grant period.
* Demonstrate innovation, creativity, and collaboration.
* Community-based educational enrichment initiatives develop broad-based collaborative community partnerships.
  + Examples of partnerships can include, but are not limited to, businesses in your community, cultural organizations, governmental and nongovernmental agencies, grassroots local organizations, media, park districts, and/or community development organizations.

**Eligibility**

Applicants must be BCPS professional personnel. In the case of team-based proposals, a school liaison must be designated to assume overall administrative responsibility for the enrichment grant application, submission of disbursement requests, and any other requested information or reports. Simultaneous funding of projects from the same applicant or benefitting the same classroom, department, or team will not occur.

**Procedures**

* **Deadline:** On or before **Friday,** **October 7, 2016, at 5 p.m.**
* Submission of the application with supporting documentation via e-mail to [info@edfoundation.org](mailto:info@edfoundation.org).
* Supporting documents must provide the applicant’s full name.

Length of Project

Projects will be implemented during the 2016-2017 school year with all projects to be completed on or before **Friday,** **May 26, 2017.**

**III. Financial Guidance and Requirements**

Use of Grant Funds: Allowable Expenses

* Guest expert industry speakers or presenters
* Materials for student and parent activity sessions
* Materials for family extension activities
* Professional development for teachers and facilitators of activity sessions

Budget Reporting

The submitted budget will:

* Clearly support the goals and timeline outlined in the application.
* Include a complete description of each activity and expense.
* Outline a formula for all line items.
* Utilize the **budget template** provided in the application.

Awarding of Funding

Funds will be disbursed to the school/organization for initiative expenses according to standard Education Foundation practice as stated on the page titled **Processing a Request to Disburse Funds from the Foundation Account** with use of the form titled **A Request for Reimbursement/Disbursement from a Foundation Project Fund**. Any unexpended funds will revert to the Education Foundation 21st Century Enrichment Grant fund at the conclusion of the project.

**IV. Application Evaluation and Award Process**

Proposal Review

Proposals will be competitively reviewed by the 21st Century Enrichment Grant Selection Committee. Educational partners and business services professionals will be consulted as part of proposal review for the purpose of compliance and alignment.

* Application received by **Friday, October 7, 2016**, at 5 p.m.
* Recipients notified by **Friday, October 28, 2016,** at 5 p.m.

****Recipient Notification

Recipients will receive a notification from the executive director of Hot Spots Extended Care Programs Inc., by **Friday, October 28, 2016**. A media release will be placed on the Education Foundation Baltimore County Public Schools and Hot Spots Extended Care Programs Inc., Web site on **Monday, October 31, 2016.**

* <http://educationfoundationbcps.org>
* [www.hsecp.org](http://www.hsecp.org)

Recipient Acknowledgement

* Recipient must confirm attendance at the **mandatory** **grant orientation** no later than **Friday,** **November 4, 2016**.

**V. Collaboration Requirements**

Grant Collaborative Process

* Recipient’s attendance required at the **grant orientation** on **Wednesday, November 9, 2016,** from 9 to 11 a.m. at Hot Spots headquarters, 1306 Bellona Ave., Lutherville, Maryland 21093.
* Collaborative agreement between school liaisons and community stakeholders in effect **Wednesday,** **November 9, 2016** through **Friday,** **May 26, 2017**.
* Strategic and collaborative planning process through **Wednesday,** **November 9, 2016,** and time of education enrichment initiative.
* Reflective evaluation meeting one week following the date of the education enrichment initiative. All stakeholders are required to be in attendance.

School Liaison Expectations and Collaborative Partners Expectations

* Attendance at **grant orientation** on **Wednesday,** **November 9, 2016,** from 9 to11 a.m.
* Composition and accountability to the **collaborative agreement**.
  + The collaborative agreement will be created, reviewed, and agreed upon during the grant orientation.
  + Consistent communication of progress to the collaborative agreement
  + Submission of **grant criteria** through the online reporting system.
  + Access to the online reporting system will be provided during the **grant orientation**.
* Attendance at the reflection and grant evaluation meeting.
* Attendance at the gallery event hosted by the Education Foundation and Hot Spots Extended Care Programs Inc., in June 2017 (date, time, and location to be determined).

Collaborative Goals

* Creating a shared culture.
* Advancement of a shared goal.
* Maximize resources.
* Improve quality of enrichment community events and programmatic outcomes.
* Expand the reach and/or range of services.
* Coordinating/merging/integrating operations between the schoolhouse and partners.

**VI. Reflection and Grant Evaluation Requirements**

Collaborative Reflection and Grant Evaluation

Hot Spots Extended Care Program Inc. will facilitate a **reflection and evaluation meeting** with the school liaison and collaborative partners. Each representative will provide constructive feedback on the Educational Enrichment Community Event and grant process.

* All contributors will complete a brief electronic survey by **Friday,** **May 26, 2017**.

Initiative Summary

A project summary is due to the Education Foundation upon the conclusion of the initiative no later than **Friday, May 26, 2017**. See accompanying **Grant Evaluation and Reflection Guidelines** for details. A grant recipient who does not submit a summary will not be eligible for future funding consideration until the summary has been received.

**VII. Communication Expectations**

Professional Standards

Communication between all stakeholders will be:

* Professional
* Timely
* Collaborative
* Compromising
* Mutually respectful
* Courteous to business hours of operation

Systems of Communication

All stakeholders will provide the appropriate forms of communication including business phone and email during the grant orientation. Grant communication will occur within the online reporting system introduced during grant orientation.

Publicity

Hot Spots Extended Care Programs, Inc., may include information about the 21st Century Enrichment Grant in its evaluations, publications, and promotional materials.

**Section VIII: Application**

School Population Criteria

Elementary School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Classrooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address of Principal/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Liaison Information

School Liaison or Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address of School Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individuals Represented on the Committee and Their Position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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As the school liaison, identify three leadership goals that you will achieve through this

collaborative grant process?

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Application: Cover Sheet**

***Directions:*** *Respond clearly and specifically to each of the statements/questions below, limiting it to a maximum of three (3) typed pages.*

1. **Define the Need** *(30 points: 10 points per question)*
   1. Describe the nature and extent of the need, using data that is current and relevant to your school (e.g., school progress plan or academic data).
   2. Describe the relevance of the identified 21st century theme to the school need.
   3. Describe how this grant will address the identified needs.
2. **Explanation of Grant Goals** *(30 points: Question 1=10 points, Question 2= 20 points)*
   1. What are three clearly defined, obtainable educational and collaborative outcomes that are measurable?
   2. The 21st Century Enrichment Grant Initiatives goals are outlined below. Please describe how each goal can be measured through the implementation of the grant at your school.

Overall Goals:

* Serve more children and school communities in BCPS with high quality hands-on collaborative events.
* Maximize the impact of school community events through collaborative strategic planning and as a result diversify resources.
* Offer capacity building opportunities to community partners so they may better serve their educational community.
* Offer schools an opportunity to extend the grant efforts into sustainable long-term projects.

1. **Explanation of Community Collaboration and Sustainability Efforts** (*20 points: 10 points per question)*
   1. Identify specific actions that will be taken to increase involvement and attendance at the event (consider student, parent, teacher and community participation, as well as modes of marketing and recruitment).
   2. Provide an explanation of the ongoing sustainable efforts that will be taken to increase the impact of this one-time event.

**IV. Explanation and Evidence of Effective Execution** *(30 points: 5 points per question)*

* 1. Describe a successful past collaborative event. Address the following information in your explanation:
  + Identify specific actions that made your event a success.
  + Estimate the number of people in attendance (specify students, parents, teachers, and community partners, as appropriate).
  + Identify marketing efforts taken to educate the school community.
  + Identify community partners or local organizations and their level of involvement/contribution to the event.
  1. Provide a plan of action including a chronological timeline for strategic initiatives and key actions in the preparation and implementation of the grant.
  2. Outline a detailed budget, including specific information on materials, equipment, services, and any other fees, charges, and/or payments.

**Section IX: Application Attachments**

**Budget Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  *What item will be purchased?* | **Description**  *Provide a detailed explanation of the items being purchased.* | **Expense**  *Include a breakdown of items*  *(quantity, cost per item and total)* | **Source** |
| EX:  Parent and Student Enrichment Activity Supplies | EX:  Curriculum Item:  Each attendee will create a marshmallow tower with the purchased items. | EX:  **Marshmallows**  Qty:10 bags  Cost per item: $2.00  **Total: $20.00**  **Toothpicks**  Qty: 100 boxes  Cost per item: FREE  **Total: $0.00** | EX:  Marshmallows:  Education Foundation Fund  Toothpicks:  Donated by Wegman’s Grocery Store |
|  |  |  |  |
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|  |  |  |  |
| **Total Expenses:** | |  |  |

|  |  |  |
| --- | --- | --- |
| **Source** | **Item and Total Expenses** | **Notes** |
| EX: Education Foundation Grant | EX: Marshmallow Towers= $200 | EX: Disbursement Request Completed |
|  |  |  |
|  |  |  |

**Section IX: Application Attachments**

**Administration Letter of Support**

|  |  |  |
| --- | --- | --- |
| **Administrator Name:** | **Preferred Method of Contact:** | |
|  | * **Phone** * **E-mail** | |
| **School Address:** | **Phone:** | **Email:** |
|  |  |  |
| **School Liaison Referral:** Briefly describe the grant applicant/school liaison's leadership qualities. | | |
|  | | |
| **Grant Need:** In five sentences or less, identify the school/community need that this grant would support, and describe how this grant would add value to your community. | | |
|  | | |
| **Please check each box acknowledging the approval of the school’s commitment and the school liaison’s responsibilities if your school is chosen as a grant recipient.** | | |
| The school liaison will:   * Attend a mandatory grant orientation on **Wednesday, November 9, 2016**. * Review the collaborative agreement*,* which outlines the school's requirements to fulfill the grant criteria. * Be responsible for maintaining monthly communication as outlined in the collaborative agreement. | | |
| * The school liaison and I (or a school representative) will attend the gallery event in June 2017 (the exact date, location, and time to be determined). | | |

**Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section X: Application Evaluation and Resources**

Rubric for 2016- 2017 21st Century Enrichment Grants

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Criteria** | **4** | | | **3** | | **2** | | **1** |
| **I. Define the Need** *30 Points* | | | | | | | | |
| **Data Aligned Need**  10 points | Explanation is consistent with the goals of the school progress plan/academic data.  7-10 points | | Explanation is somewhat consistent with the goals of school progress plan/academic data.  3-6 points | | Explanation does not address the goals of the school progress plan/academic data.  1-2 points | | Does not address the goals of the school progress plan/academic data.  0 points | |
| **21st Century Aligned Need**  10 Points | States a need that addresses at least one of the  instructional focused 21st century themes.  7-10 points | | States a need that somewhat addresses at least one of the instructional  focused 21st century themes.  3-6 points | | Need stated does not address at least one of the instructional focused 21st century themes.  1-2 points | | No reference to the need.  0 points | |
| **Explanation of How Grant Addresses Need**  10 Points | Explanation clearly identifies how the grant addresses the need.  7-10 points | | Explanation partially identifies how the grant  addresses the need.  3-6 points | | Unclear explanation of how the grant addresses the need.  1-2 points | | Does not provide an explanation of how the grant  addresses the need.  0 points | |
| **II. Explanation of Grant Goals** *30 Points* | | | | | | | | |
| **Explanation of Grant Goals**  10 points | Objectives are clearly defined, attainable, and address the stated needs. Educational and community outcomes are stated and are measurable.  7-10 points | Objectives are defined, attainable, and address the stated needs. Educational and community outcomes are stated.  3-6 points | | | Objectives are defined. Educational and community outcomes are not clearly stated and cannot be measured effectively.  1-2 points | | Objectives are not clear. No measurable outcomes are  included.  1-2 points | |
| **Alignment of Grant Goals to Initiative Goals**  20 points  (5 points per Initiative Goal) | Objectives are clearly defined, attainable, and measurable. Goals are clearly aligned to the grant initiatives outcomes.  7-10 points | Objectives are defined, attainable, and measurable. Goals are aligned to the grant initiatives outcomes.  3-6 points | | | Objectives are defined and are not aligned to the grant initiatives outcomes.  1-2 points | | Objectives and alignment are not clear. No measurable outcomes included.  1-2 points | |
| **III. Explanation of Community Collaboration and Sustainability Efforts** *20**Points* | | | | | | | | |
| **Potential Impact on Community**  10 Points | Grant has the potential to involve a large number of the student, parent, teacher and local community.  7-10 points | | | Grant has the potential to involve a large number of a two audiences (student, parent, teacher and local community).  3-6 points | Grant has the potential to involve a singular audience (student, parent, teacher and local community).  1-2 points | | Grant does not address each audience (student, parent, teacher and local community).  0 points | |
| **Explanation of**  **Sustainability Efforts**  10 Points | Explanation has a clearly detailed, realistic, and measurable outlined plan of sustainability efforts.  7-10 points | | | Explanation has a detailed, realistic, and measurable outlined plan of sustainability efforts.  3-6 points | Explanation has a detailed, outlined plan of sustainability efforts. No measurable outcomes identified.  1-2 points | | Explanation does not have an outlined plan of sustainability efforts. No measurable outcomes identified.  0 points | |
| **IV. Explanation and Evidence of Effective Operational Execution**  *30 Points* | | | | | | | | |
| **Evidence of Past Collaboration**  10 Points | Explanation provides specific and detailed evidence of successful collaborations.  7-10 points | | | Explanation provides detailed evidence of successful collaborations.  3-6 points | Explanation broadly supports collaboration.  1-2 points | | Explanation does not address collaboration.  0 points | |
| **Action Plan/Timeline**  10 Points | Action plan/timeline is clearly stated with realistic dates that are attainable.  7-10 points | | | Action plan/timeline is stated with realistic dates that are attainable.  3-6 points | Action plan/timeline is not clear or is not realistic for successful completion of the project.  1-2 points | | Action plan/timeline is not included  0 points | |
| **Budget**  10 Points | Detailed budget with items and costs listed.  7-10 points | | | Detailed budget with items listed and estimated costs on most items.  3-6 points | Budget provided but some items and costs are incomplete.  1-2 points | | Budget is not included.  0 points | |

Self- Checklist for Completion of Application

|  |  |  |
| --- | --- | --- |
| **Item Completed** | **Date Submitted** | **Notes** |
| Application Cover Sheet |  | * Typed * All information accounted for |
| Application (Open-Ended Responses) |  | * Typed * Less than 3 pages * Thorough and evidence-based responses |
| Detailed Budget |  | * All expenses accounted for |
| Administrator Letter of  Support |  | * Administrator completed and approved liaisons commitments |
| Self-Evaluation |  | * Utilize rubric to self-assess * Requested to ensure efficiency of applicant responses * NOT required, but encouraged |
| E-mailed Application with Attachments to [info@edfoundation.org](mailto:info@edfoundation.org) |  | * DUE no later than **Friday, October 7, 2016** at 5 p.m. * Request “Read Receipt” as confirmation |



**PROCESSING A REQUEST TO DISBURSE FUNDS FROM**

**THE FOUNDATION ACCOUNT**

There are two ways that funds may be disbursed from the Education Foundation. One involves the foundation paying for something directly on behalf of the school or project. The other involves the Education Foundation reimbursing the school or project for expenditures they have incurred and paid that relate directly to the Education Foundation project.

1. Directly paid by the Education Foundation on behalf of the school/office project:

Certain types of expenditures may be paid directly by the Education Foundation from the project funds. These include large dollar expenditures such as scholarships, technology, or playground equipment, etc.

A written **Request for Reimbursement/Disbursement of Project Funds** form must be prepared, signed by the appropriate authorized person(s) *(e.g., principal, school progress plan team chair, project coordinator, or an office supervisor/director),* and forwarded with the original invoice and one (1) copy of the invoice order to:

Ms. Deborah Phelps, Director

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

The Education Foundation generally disburses checks twice a month (the15th and 30th). All requests should adhere to these dates to ensure that items purchased will be received when needed. All disbursement requests are subject to review and approval by the Education Foundation Executive Committee/Full Board.

**NOTE: Do not use personal credit cards or cash to pay expenditures. Always use a tax exempt card when making purchases, as the foundation will not reimburse for tax.**

1. Reimbursed to the school or organization:

Invoices or orders from schools for less than $1,000 should not be sent directly to the Education Foundation to be paid. **Small invoices *(less than $1,000)* should be paid directly by the school/office** *(e.g., activity funds/procurement cards)* and subsequently submitted to the foundation for reimbursement. To request reimbursement, please follow these steps:

1. Accumulate receipts and prepare a written **Request for Reimbursement/Disbursement of Project Funds** form that describes each receipt, a description of what was purchased, the amount, the vendor, the total of the reimbursement request, how it is consistent with the goals for academics/objectives of the Education Foundation project, and the Education Foundation project it applies to.
2. Forward the request, signed by the appropriate authorized person(s) *(e.g., principal, school progress plan team chair, project coordinator, or an office supervisor/director)*, and the attached receipts to:

Ms. Deborah Phelps, Director

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

1. Reimbursement requests will be processed by the foundation twice a month. Accordingly, receipts should be accumulated and submitted on or about the 1st or 15th of the month. Final disbursements are due the last Friday in May.

**2016-2017 21st Century Enrichment Grants**

**Request for Reimbursement/Disbursementfrom a Foundation Project Fund\***

Name of Project School/Office

|  |  |
| --- | --- |
|  |  |

Name of Preparer *(Type)* Date Phone Number Email Address

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Briefly State the Reason/Purpose for the Disbursement:

|  |
| --- |
|  |
|  |

Amount requested $      Attach **original** receipts, invoices, quotes, purchase orders, etc. Sales tax will not be reimbursed.

**Note:** Final disbursements are due by the last Friday in May.

To be paid to *(Note: A separate disbursement form must be completed and submitted for each payee):*

Name of Business/School/Office to be paid: Phone Number

|  |  |
| --- | --- |
|  |  |

Address of Business/School/Office to be paid:

|  |
| --- |
|  |
|  |

All requests for disbursement must be signed by at least two authorized individuals, one being administrator/supervisor in charge.

Name *(Type)*  Title Signature Date

|  |  |  |  |
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**Mail to:** Ms. Deborah Phelps, Director

The Education Foundation of Baltimore County Public Schools, Inc.

105 Chesapeake Ave, Suite B-1

Towson, MD 21204

**Foundation Headquarters use only:**

**Approved by:**

Name: Deborah S. Phelps Signature:

Date Paid: Check #: Account #: Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Twitter Handle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Impact to the following core subject(s)*: (May check more than one.)***

* English, Reading, and Language Arts 🞏 History and Culture Studies
* Government and Civics 🞏 Arts
* Mathematics and Economics 🞏 Science and Geography
* World Languages 🞏 Early Grades through Grade 12
* Other

**Project aligns with the BCPS *Blueprint 2.0: Our Way Forward* and the school progress plan, and addresses the following instructional focused 21st century theme(s): *(May check more than one.)***

* Financial, Economic, Business, and Entrepreneurial Literacy
* Environmental Literacy
* Arts & Culture
* Science, Technology, Engineering, and Mathematics (STEM)
* Health Literacy
* Civic Literacy
* Global Awareness

**Research-based instructional methods/techniques and skills that were implemented through this project. *(May check more than one)***

* Learning and Innovation Skills
* Information, Media, and Technology Skills
* Life and Career Skills

Implementation Date:       Evaluation Date:

Total Amount of Request:       Date of Proposal:

Total funds required for project *(May include funds from other sources.):* $

Total funds requested from The Education Foundation of BCPS, Inc., for project: $

**Describe the enrichment grant that was implemented at your school including the following:**

* How did it impact the core subjects that were identified?
* How did it align with the instructional focused 21st century theme(s)?
* What was accomplished?
* How did it meet the goals for academics, strategic initiatives, and key actions as stated in the *BCPS Blueprint 2.0: Our Way Forward* and the school progress plan?

**Indicate the grade level and number of students who benefited from the enrichment grant and if it impacted student learning, student/teacher/parent involvement, and/or community sustainability efforts.**

*(Complete boxes below that are pertinent to the impact of the grant at your school. May check more than one)*

* Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of Students:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student Learning:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student/Parent/Teacher Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Community Sustainability Efforts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explain the evaluation method used to measure the effectiveness of the enrichment grant and the results (pertaining to student learning, student/parent/teacher attendance, community impact, and the sustainability of projects).**

**Explain what you would change about the implementation and/or evaluation of the 21st century enrichment grant.**

**Did you showcase the enrichment grant within your school/within your community?** Yes No

**Please explain how you showcased the enrichment grant.**

Within your school: Yes       No

Explain:

Within your community: Yes       No

Explain:

**Will you reapply for a future 21st century enrichment grant?**

Yes       No



**DIRECTOR’S REQUEST:**

Take a photo of your 2016-2017 enrichment grant banner

that will be awarded to you at the grant gallery event in June 2017, and

submit it to Debbie Phelps, [dphelps@bcps.org](mailto:dphelps@bcps.org), Emily Gordon, [egordon@hsecp.org](mailto:egordon@hsecp.org)

and a member of our Web team, Chloe Cacciaguida, [chloe@zestsms.com](mailto:chloe@zestsms.com).