

**FAST FUNDS  
GRANT APPLICATION GUIDELINES and EXPECTATIONS**

<b>Purpose</b>	To provide up to \$1,000.00 in emergency funding to support projects that focus on academics, classroom/school resources, cultural events, educator support, school climate, social emotional learning, and other initiatives.
<b>Award:</b>	Up to \$1,000.
<b>Key Criteria &amp; Eligible Projects:</b>	<p>Review and award of grant materials will be based on the project’s anticipated need of supplies, resources, and opportunities/experiences to fulfill community needs and improve literacy rates.</p> <p>Grant expectations:</p> <ul style="list-style-type: none"> <li>• Secure your Principal’s/Supervisor’s permission to apply for Fast Funds.</li> <li>• Create a detailed budget with a request for Fast Funds (not to exceed \$1,000).</li> <li>• Submit an application (electronically) during Quarters 2 &amp; 3.</li> <li>• Follow disbursement requirements and spend all Fast Funds on or before May 23, 2025.</li> </ul> <p>Projects must be conducted and supervised by a BCPS staff member or Baltimore County community member. Projects must address an identified need that is aligned with BCPS goals, The Education Foundation of Baltimore County Public Schools, Inc.'s mission and vision, and the school’s progress plan (if applicable). The proposal must describe a quantitative and/or qualitative method to evaluate the project's success.</p>
<b>Application Deadline:</b>	<b><u>The Last Day of 3<sup>rd</sup> Quarter</u></b>
<b>Notification of Recipients:</b>	Recipients will receive an e-mail notification from the foundation’s Associate Director, Dr. Heather Wooldridge, within 1-week of application submission.
<b>Awarding of Materials:</b>	Schools/Offices will pay for items with BCPS funds and submit a request for disbursement forms with receipts for reimbursement. The Foundation will not reimburse individuals.
<b>Proposal Review:</b>	Proposals will be reviewed by the Programs and Allocations Committee of The Education Foundation of BCPS, Inc. All applications will be scored by three committee members.
<b>Initiative Summary:</b>	<p>A final project summary and storyboard with photos and grant highlights must be submitted to The Education Foundation of BCPS, Inc. upon the conclusion of the initiative no later than <b><u>May 23, 2025</u></b> (A link to the summary and the storyboard template will be sent electronically to the grant recipient in the congratulatory e-mail notification).</p> <p>A grant recipient who does not submit a final project summary and storyboard <b><u>will not</u></b> be eligible for future funding consideration until both have been received.</p>



**THE EDUCATION FOUNDATION  
OF BALTIMORE COUNTY PUBLIC SCHOOLS**

**FAST FUNDS  
GRANT APPLICATION COVER SHEET\***

Name of School Principal or Office Supervisor: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

School/Office: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Applicant/Project Coordinator: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Do you have the permission of your Principal/Supervisor to request Fast Funds? No Yes  
\*If yes, please upload a document with the following statement signed by your Principal/Supervisor:

I, \_\_\_\_\_, Principal/Supervisor of \_\_\_\_\_ grant permission to request Fast Funds for the proposed project.

\_\_\_\_\_ (Name Printed) \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

Title of Proposed Project: \_\_\_\_\_

Start Date of the Project: \_\_\_\_\_

Date Materials are Needed: \_\_\_\_\_

Completion Date of the Project (must be on or before May 23, 2025): \_\_\_\_\_

Applicant/Project Coordinator, place a  $\surd$  in each of the boxes below to indicate **your** acceptance of the following requirements.

- The application is due by the last day of 3<sup>rd</sup> quarter
- The approval of my Principal/Supervisor is required for this project.
- The project focuses on at least one of the following:
  - Academics
  - Classroom/School Resource
  - Cultural Event
  - Educator Support
  - School Climate
  - Social Emotional Learning
  - Other initiative in line with BCPS Goals, The Foundation's mission/vision, and our School/Office Progress Plan
- The budget is detailed and does not exceed \$1,000.
- I will submit a grant project summary and storyboard to The Foundation on or before **May 23, 2025**.
- All funds will be used on or before 5:00 p.n. on May 23, 2025.

**\*NOTE:** The application must be completed and submitted electronically **on or before the last day of the third quarter**. This cover sheet will not be included as part of the actual selection process by the Programs and Allocations Committee. Consideration of your request will be based entirely on the following proposal.

Foundation Headquarters Use Only:

Applicant Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

**FAST FUNDS  
GRANT APPLICATION PROJECT DESCRIPTION**

**DIRECTIONS:**

Respond clearly and specifically to each of the statements/questions below, limiting your response to a maximum of two (2) typed pages. A rubric is attached for reference of assessment of the project.

1. Describe the project for which you are applying for Fast Funds. *(20 points)*
2. Describe how your selected project is aligned with BCPS goals, The Education Foundation of Baltimore County Public Schools, Inc.'s mission and vision, and your school's progress plan (if applicable). *(20 points)*
3. Explain specifically who this project will impact the most and how. *(20 points)*
4. What is your measurable impact of the success of the project? *(20 points)*
5. Describe why funding for this project was not included in the budget planning for this school year. *(20 points)*

**Budget Funding Details\*\***

Provide a proposed estimated budget for the project in which the funds will be utilized, including the item, description, quantity, cost and total. The funding request not to exceed \$1,000.00. Complete the budget table below and upload it with your electronic application.

<b>Proposed Estimated Budget for Project (Not to exceed \$1,000)</b>				
<b>Item</b>	<b>Description</b>	<b>Qty.</b>	<b>Cost</b>	<b>Total</b>
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			<b>Total</b>	\$

**\*\*NOTE:** Project funding may not replace normal funding from tax-based sources. Funds may cover travel, participation in events/activities, consulting fees, and speaker honorariums.

Funds may not cover personnel or any related expenses for BCPS staff, including gift cards and food/beverages. If food is purchased for students, it must align with USDA health regulations. Projects must be conducted and supervised by BCPS professional personnel who work directly with students, including teachers, school counselors, media specialists, nurses, etc.

All decisions for use of the funding must align with the Foundation's vision/mission/goals/values and districtwide initiatives as stated by the Superintendent's vision.



**Self-Checklist for Completion of Application**

Project application is appropriate for submission if the following questions can be answered in the affirmative:	YES	NO
<ul style="list-style-type: none"> <li>I have permission from my Principal/Supervisor to apply for Fast Funds.</li> </ul>		
<ul style="list-style-type: none"> <li>The proposal clearly describes the project and how it relates to at least one of the following: Academics; Classroom/School Resource; Cultural Event; Educator Support; School Climate; Social Emotional Learning; or other initiative that aligns with the goals of BCPS, The Foundation’s mission and vision, and my School’s/Offices Progress Plan.</li> </ul>		
<ul style="list-style-type: none"> <li>The proposal clearly explains who this project will impact the most and how.</li> </ul>		
<ul style="list-style-type: none"> <li>The proposal articulates the measurable impact of the success of the project.</li> </ul>		
<ul style="list-style-type: none"> <li>The proposal articulates why funding for this project was not included in the budget planning for this school year.</li> </ul>		
<ul style="list-style-type: none"> <li>The budget is detailed and accurate and the proposal does not ask for more than \$1,000.00</li> </ul>		

**FAT FUNDS | GRANT RUBRIC**

Key Criteria	4	3	2	1	Score
<b>Description of Selected Project and Resources Needed</b> <i>20 Points</i>	Describes a need for the selected project to support, and the resources needed for implementation. <b>13-20 points</b>	Describes a need that somewhat addresses the selected project to support, and the resources needed for implementation. <b>5-12 points</b>	Does not describe a need that addresses the selected project to support, and the resources needed for implementation. <b>1-4 points</b>	No reference to a need or resources needed for implementation. <b>0 points</b>	/20
<b>Explanation of How Project Addresses Identified Need with Alignment</b> <i>20 Points</i>	Explanation is consistent, with BCPS goals, aligned with the ED Foundation’s mission and vision, and the school’s progress plan. <b>13-20 points</b>	Explanation is somewhat consistent with BCPS goals and somewhat aligned with the Ed Foundation’s mission and vision, and the school’s progress plan. <b>5-12 points</b>	Explanation is not consistent with BCPS goals nor aligned with the ED Foundation’s mission and vision, and the school’s progress plan. <b>1-4 points</b>	Does not explain how and is not consistent with BCPS goals nor aligned with the ED Foundation's mission and vision, and the school’s progress plan. <b>0 points</b>	/20
<b>Impact of the Project and How?</b> <i>20 Points</i>	Project has the potential to impact a large number of students academically and social-emotionally within the classroom/schoolhouse making an impact. <b>13-20 points</b>	Project has the potential to impact a large number of students either academically or social-emotionally within the classroom/schoolhouse with some impact. <b>5-12 points</b>	Project has the potential to impact a minimal number of students either, academically or social-emotionally within the classroom/schoolhouse with little impact. <b>1-4 points</b>	Project does not have the potential to impact a large number of students nor address potential academic or social-emotional impact on students. <b>0 points</b>	/20
<b>Measurable Impact for Success</b> <i>20 Points</i>	Objectives are clearly defined, attainable, and address the stated needs for the project. Educational outcomes are stated and are measurable. <b>13-20 points</b>	Objectives are defined and address the stated needs for the project. Educational outcomes are stated with very little measurable outcomes. <b>5-12 points</b>	Objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively. <b>1-4 points</b>	Objectives are not clear. No measurable outcomes are included. <b>0 points</b>	/20
<b>Funding Need</b> <i>20 Points</i>	The need for funding is clearly addressed. <b>13-20 points</b>	Most of the need for funding is addressed. <b>5-12 points</b>	Some of the need for funding is addressed. <b>1-4 points</b>	The need for funding is not addressed. <b>0 points</b>	/20
				<b>TOTAL</b>	/100



## 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 program 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:

Cindy Whitcomb, Administrative/Fiscal Assistant  
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 (the 15<sup>th</sup> and 30<sup>th</sup>). 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.**

2. 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 following these steps:

- a. 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.
- b. 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:

Cindy Whitcomb, Administrative Assistant/Bookkeeper  
The Education Foundation of Baltimore County Public Schools, Inc.  
105 W. Chesapeake Avenue, Suite B-1  
Towson, Maryland 21204

- c. 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.



**REQUEST FOR REIMBURSEMENT/DISBURSEMENT  
FROM 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 2024. (Grants Only)

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

**Mail to:** Ms. Cindy Whitcomb, **Administrative/Fiscal Assistant**  
 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: \_\_\_\_\_ Signature: \_\_\_\_\_

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

