**2022-2023 21st Century Instructional Initiative Grants**

**APPLICATION GUIDELINES and EXPECTATIONS**

*Read carefully to fully understand guidelines and expectations***.**

|  |  |
| --- | --- |
| **Award Range:** | Up to $2,000 per project.The number of initiatives funded will depend upon available funds. |
| **Key Criteria &**  **Eligible Projects:** | Review and award of project funds will be based on the project’s anticipated contribution to essential knowledge and skills students must have to be successful in life and employment in the 21st century. The project funds should have a clear alignment with BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of Baltimore County Public Schools *Contributing to a Brighter Future* and the school’s School Progress Plan, with clear measurable objectives, and overall impact and potential for successful use and/or implementation.  The 2022-2023 projects should address at least one of the following instructional focused 21st century themes:  **Financial, Economic, Business, and Entrepreneurial Literacy** **Health Literacy**  **Environmental Literacy Civic Literacy**  **Arts & Culture** **Global Awareness**  **Science, Technology, Engineering, and Mathematics (STEM)**  Projects must be conducted and supervised by BCPS professional personnel who work directly with students, including teachers, school counselors, media specialists, nurses, etc. Projects must address an identified need that is aligned with BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of Baltimore County Public Schools *Contributing to a Brighter Future* and the school’s School Progress Plan. Funds **may not** replace normal funding from tax-based sources. The proposal should describe a quantitative and/or qualitative method to evaluate the success of the project. 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, designated in the budget, and stated as such on the appropriate forms. |
| **Application Deadline:** | On or before **Friday, October 21, 2022,** by **5 p.m.** |
| **Notification of Recipients:** | Recipients will receive an e-mail notification from the foundation’s Executive Director on, **Friday, November 18, 2022.** A media release/Mission Moment blog post will be released on **Monday, November 21, 2022,** and to the foundation’s Website, <https://educationfoundationbcps.org>, on **Wednesday, November 23, 2022.** |
| **Awarding of Funding:** | Funds will be disbursed to the school/organization for project expenses according to standard Education Foundation practice as stated on the page titled 2022-2023 21st Century Instructional Initiative Grants **Processing a Request to Disburse Funds from The Foundation Account,** (Page 6)using the form titled **Request for Reimbursement/ Disbursement from a Foundation Project Fund** (Page 7).  Any unexpended funds will revert to the Education Foundation unrestricted fund at the conclusion of the project on **Friday, May 26, 2023.**  **NOTE: Do not use personal credit cards or cash when making grant purchases.** |
| **Length of**  **Project:** | Projects should be implemented during the 2022-2023 school year with all projects to be completed **on or before Friday, May 26, 2023**, including the request to reimburse/disburse from the foundation project account.  **2022-2023 21st Century Instructional Initiative Grants**  **APPLICATION GUIDELINES and EXPECTATIONS (Continued)**  *Read carefully to fully understand guidelines and expectations***.** |
| **Applicant Eligibility:** | Applicants must be BCPS professional personnel. In the case of team-based proposals, a project coordinator must be designated to assume overall administrative responsibility for the 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. |
| **Proposal Review:** | Proposals will be competitively reviewed by the Projects and Allocations Committee of the Education Foundation. BCPS curriculum and instruction and/or business services professionals may be consulted as part of the proposal review for the purpose of compliance and alignment. All applications will be scored by three experts in the field. |
| **Initiative Summary:** | A final project summary and storyboard with photos and grant highlights must be submitted to the Education Foundation upon the conclusion of the initiative no later than **Friday May 26, 2023**. (A 21st Century Instructional Initiative Grant storyboard template will be sent electronically to the grant recipient in the congratulatory e-mail notification.)  A grant recipient who does not submit a summary and storyboard **will not** be eligible for future funding consideration until both have been received. |

**2022-2023 21st Century Instructional Initiative Grants**

**APPLICATION COVER SHEET\***

|  |
| --- |
| Name of Principal or Supervisor :       E-mail address:  School/Office:       Phone:  Name of Applicant/Project Coordinator:       E-mail address:  (*Must be BCPS professional personnel.)*  Is this an individual proposal?  No  Yes  Is this a team proposal?  No  Yes *(If yes, list team members in the space provided.)* |

|  |
| --- |
| Title of Proposed Project:  Grant funds will be used to support the following:  Core Subject(s)*: (May check more than one if applicable.)*  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  Physical Education/Health  Other  Project funds have a clear alignment with BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of Baltimore County Public Schools, *Contributing to a Brighter Future,* the school’s school progress plan and addresses the following instructional focused 21st century theme(s):  21st Century Theme(s): *(May check more than one if applicable.)*  Financial, Economic, Business, and Entrepreneurial Literacy  Health Literacy  Environmental Literacy  Civic Literacy  Arts & Culture  Global Awareness  Science, Technology, Engineering, and Mathematics (STEM)    Anticipated Date of Implementation:  Anticipated Date of Completion:  Total funds required for project *(May include funds from other sources):* $  Total funds requested from The Education Foundation of BCPS, Inc. for project: $ |

**\*NOTE:** *Application must be completed and submitted electronically* ***on or before Friday, October 21, 2022, by 5 p.m.*** *This cover sheet will not be included as part of the actual selection process by the ED Foundation’s Programs and Allocations Committee. Consideration of your request will be based entirely on the following proposal.*

Foundation Headquarters Use Only:

Date Received:

**2022-2023 21st Century Instructional Initiative Grants**

**APPLICATION COVER SHEET and PROJECT DESCRIPTION**

|  |
| --- |
| Title of Proposed Project:       Grade Level:  Core Subject(s)*: (May check more than one if applicable.)*  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  Physical Education/Health  Other  Project funds have a clear alignment with BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of Baltimore County Public Schools, *Contributing to a Brighter Future,* the school’s school progress plan and addresses the following instructional focused 21st century theme(s):  21st Century Theme(s): *(May check more than one if applicable.)*  Financial, Economic, Business, and Entrepreneurial Literacy  Health Literacy  Environmental Literacy  Civic Literacy  Arts & Culture  Global Awareness  Science, Technology, Engineering, and Mathematics (STEM)    Implementation Date:       Evaluation Date:  Total Amount of Request:       Date of Proposal: |

**DIRECTIONS:** Respond clearly and specifically to each of the statements/questions below, limiting to a maximum of two (2) typed pages. Do not include the name of your school, administrator and/or teacher in this application project description. A rubric is attached for reference of assessment of the project.

1. Describe the need for your selected project and identify one (or more) of the instructional focused 21st century themes addressed by the project. *(10 points)*
2. Describe how your selected project is aligned in the BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of BCPS *Contributing to a Brighter Future* and the school’s School Progress Plan.

*(15 points)*

1. What are the clearly defined, attainable educational outcomes that are measurable of this project and what are the needs it will meet? *(20 points)*
2. Identify and explain the research based instructional methods/techniques and skills that will be implemented through this project. (Learning and Innovation Skills; Information, Media and Technology Skills; and/or Life and Career Skills). Be specific.

*(20 points)*

1. What grade level(s) and core subject area(s) will be addressed by this project? Approximately how many students will benefit? What is the potential impact on students and is there a possibility for expansion of this project to other grade levels and/or schools? *(10 points)*
2. List the plan of action including a chronological timeline for academics and key actions in the preparation and implementation of this project. Include: completed lesson plan(s); communication tools and techniques for community outreach; multi-media presentations; ordering/receipting of materials; classroom implementation; evaluation tools; and significant dates, etc. *(5 points)*
3. How will you evaluate whether the objectives for this project have been achieved? *(10 points)*

* A project summary and storyboard are due to the Education Foundation upon the conclusion of the initiative.
* ***NOTE:*** *The enclosed project summary/storyboard is required no later than* ***Friday, May 26, 2023****.*

1. Identify your detailed budget request for this project in order of priority. Include specific information on materials of instruction, equipment, services, and any other fees, charges, and/or payments. If applicable, list funds/resources that will be required to implement this project beyond this grant request. Identify the anticipated source of funds for each expense. Proposed budgets can be revised upon request through the Foundation headquarters. Please list **grant** in the source column for expenses to be covered by receipt of this Education Foundation award. *(10 points)*

**2022-2023 21st Century Instructional Initiative Grants**

**Proposed Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **EXPENSE** | **SOURCE** |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL BUDGET ALL SOURCES** | | $ |  |

**NOTE*:*** *Copies of all original invoices and proof of payments will need to be attached to the* ***Request for Reimbursement/ Disbursement from a Foundation Project Fund*** *(See Attached – Page 7) and the grant summary (pages 9 and 10), and returned to The Education Foundation of Baltimore County Public Schools, Inc., by the end of the 2022-2023 school year in which the initiative is implemented. All reimbursements need to be submitted* ***on or before Friday, May 26, 2023*** *to Ms. Cindy Whitcomb, Administrative/Fiscal Assistant –* [*cwhitcomb@bcps.org*](mailto:cwhitcomb@bcps.org)

**Send Electronically To:**

Deborah Phelps, Executive Director Laura Lemon, Associate Director Cindy Whitcomb, Adm./Fiscal Assistant

[dphelps@bcps.org](mailto:dphelps@bcps.org) [llemon2@bcps.org](mailto:llemon2@bcps.org) [cwhitcomb@bcps.org](mailto:cwhitcomb@bcps.org)

**Self-Checklist for Completion of Application**

|  |  |  |
| --- | --- | --- |
| Project is appropriate for submission if the following questions can be answered in the affirmative: | **YES** | **NO** |
| * Need for project addresses at least one or more of the instructional focused 21st century themes. |  |  |
| * Project meets the goals for academics/alignment as stated in the BCPS *The Compass: Our Pathway to Excellence* /The Education Foundation of Baltimore County Public School *Contributing to a Brighter Future* and the school’s School Progress Plan. |  |  |
| * Project has clearly defined, attainable educational outcomes that are measurable. |  |  |
| * Project has identified instructional methods/techniques and skills that are research-based and instructionally sound. |  |  |
| * Project has the potential to involve a large number of students with a long-term impact. |  |  |
| * Project plan of action and timeline is clearly stated with realistic attainable dates for completion. |  |  |
| * Project has a built-in evaluation component. |  |  |
| * Project includes a detailed proposed budget with items and costs listed. |  |  |

**NOTE:** *See enclosed rubric for instructional initiative grants (Page 8).*

**PROCESSING A REQUEST TO DISBURSE FUNDS FROM**

**THE FOUNDATION ACCOUNT**

The two ways that funds may be disbursed from the Education Foundation are as follows:

* Directly paid by the Education Foundation on behalf of the school/office project.
* Reimbursed to the school/organization for expenditures incurred and paid that relate directly to the Education Foundation project.

**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:

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

ATTN: Ms. Cindy Whitcomb, Administrative/Fiscal Assistant

The Education Foundation generally disburses checks twice a month (the 15th 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.**

**Reimbursed to the School/Organization for Expenditures**

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 approved 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:

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

ATTN: Ms. Cindy Whitcomb, Administrative/Fiscal Assistant

1. Reimbursement requests will be processed by the foundation generally twice a month. Accordingly, receipts should be accumulated and submitted on or about the 1st or 15th of the month. Final disbursements for the grant expenses are due on or before **Friday, May 26, 2023**.

**2022-2023 21st Century Instructional Initiative Grants**

**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.**

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:

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| --- |
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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 and send electronically 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: Deborah S. Phelps Signature:

Date Paid: Check #: Account #: Amount $

**2022-2023 21st Century Instructional Initiative Grants | RUBRIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Criteria** | **4** | **3** | **2** | **1** | **Score** |
| **Need for Project *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 need.  **0 points** | /10 |
| **Explanation of How Project Meets Goals *15 Points*** | Explanation is consistent with goals in BCPS *The Compass: Our Pathway to Excellence* and aligned with the ED Foundation *Contributing to a Brighter Future* and the school’s School Progress Plan.  **11-15 points** | Explanation is somewhat consistent with the goals in BCPS *The Compass: Our Pathway to Excellence,* and somewhat aligned with the ED Foundation *Contributing to a Brighter Future* and the school’s School Progress Plan.  **5-10 points** | Explanation is not consistent with the goals in BCPS *The Compass: Our Pathway to Excellence* nor aligned with theED Foundation *Contributing to a Brighter Future* and the school’s School Progress Plan.  **1-4 points** | Does not explain how and is not consistent with the goals in BCPS *The Compass: Our Pathway to Excellence* nor aligned with theED Foundation *Contributing to a Brighter Future* and the school’s School Progress Plan.  **0 points** | /15 |
| **Major Objectives of the Project *20 Points*** | Objectives are clearly defined, attainable, and address the stated needs. Educational outcomes are stated and are measurable.  **13-20 points** | Objectives are defined and address the stated needs. Educational outcomes are stated.  **5-12 points** | Objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively.  **1-4 points** | Objectives are not clear.  No measurable outcomes are included.  **0 points** | /20 |
| **Teaching Methods/ Techniques and Skills to Implement Project *20 Points*** | Teaching methods/ techniques and skills are research-based and instructionally sound.  Project supports priorities/ focus areas, key initiatives and strategies which are clearly stated and identified.  **13-20 points** | Teaching methods/ techniques and skills are instructionally sound. Project supports priorities/focus areas, key initiatives, and strategies, which *may* not be clearly stated and/or identified.  **5-12 points** | Teaching methods/ techniques and skills are identified. Project does not support priorities/focus areas, key initiatives, and strategies.  **1-4 points** | Teaching methods/ techniques and skills are not identified and/or no support for priorities/ focus areas, key initiatives, and strategies are sited.  **0 points** | /20 |
| **Potential Impact on Students *10 Points*** | Project has the potential to involve a large number of students with a long-term impact.  **7-10 points** | Project has the potential to involve a large number of students with some impact.  **3-6 points** | Project will only impact a few students.  **1-2 points** | Project does not address potential impact on students.  **0 points** | /10 |
| **Plan of Action / Timeline *5 Points*** | Plan of action/timeline is clearly stated with realistic dates that are attainable.  **4-5 points** | Plan of action/timeline is clear with realistic dates that are attainable.  **2-3 points** | Plan of action/timeline is not clear or is not realistic for successful completion of project.  **1 point** | Plan of action/timeline is not included.  **0 points** | /5 |
| **Evaluation *10 Points*** | Evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included and specific evaluation activities are identified.  **7-10 points** | Evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.  **3-6 points** | Evaluation regarding the effectiveness of the project is not specific.  **1-2 points** | Evaluation is not addressed.  **0 points** | /10 |
| **Budget *10 Points*** | Detailed budget provided with items and actual costs listed.  **7-10 points** | Detailed budget provided with items and estimated costs listed.  **3-6 points** | Budget provided but some items and/or costs are incomplete.  **1-2 points** | Budget is not included.  **0 points** | /10 |
|  |  |  |  | **TOTAL** | /100 |

**COMMENTS:**

**21st Century INSTRUCTIONAL INTIATIVES GRANT PROJECT SUMMARY\***

All Instructional Initiative Grant recipients must submit a completed 21st Century *Instructional Initiative Grant Project Summary* to The Education Foundation of Baltimore County Public Schools, Inc., along with the *Request for Reimbursement/Disbursement from a Foundation Project Fund*, including copies of receipts and/or requisition(s).

DIRECTIONS: Provide one or two paragraphs in response to each statement on the summary and insert responses within the designated areas. Artifacts pertaining to the grant implementation, including but not limited to photos, videos, and key stakeholder testimonials (students, teachers, parents, and/or community) should be sent to the foundation for utilization on the foundation’s Web site, in various publications and media releases as evidence of success.

Logo, company name

Description automatically generated

**QUESTIONS:**

Deborah S. Phelps, Executive Director

[dphelps@bcps.org](mailto:dphelps@bcps.org)

Laura Lemon, Associate Director

[llemon2@bcps.org](mailto:llemon2@bcps.org)

Cindy Whitcomb, Adm/Fiscal Assistant

[cwhitcomb@bcps.org](mailto:cwhitcomb@bcps.org)

**DEADLINE:**

On or before

**Friday,** **May 26, 2023**

**21st Century Instructional Initiative**

**Grant Project Summary\***

School/Office Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Impact to the following Core Subject(s)*: (May check more than one if applicable.)*

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 BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of Baltimore County Public Schools, *Contributing to a Brighter Future,* the school’s school progress plan and addresses the following instructional focused 21st century theme(s): *(May check more than one if applicable.)*

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 instructional initiative 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 align with the BCPS *The Compass: Our Pathway to Excellence,* The Education Foundation of Baltimore County Public Schools, *Contributing to a Brighter Future* and the school’s school progress plan?
* Indicate the grade level and number of students who benefited from the instructional initiative grant and if it impacted student learning, student attendance, and/or student behavior, including character development*. (Complete boxes below that are pertinent to the impact of the grant at your school. May check more than one if applicable.)*

Grade Level(s):       Number of Students:

Student Learning:       Student Attendance:       Student Behavior:

* Explain the evaluation method used to measure the effectiveness of the instructional initiative grant and the results, pertaining to student learning, student attendance, and student behavior, including character development.
* Explain what you would change about the implementation and/or evaluation of the instructional initiative grant.
* Did you showcase the instructional initiative grant within your school/within your community? Yes/No? How?

Within your school: Yes       No

Explain:

Within your community: Yes       No

Explain:

* Will you apply during the 2023-2024 instructional initiative grant?

Yes:       No:

\*NOTE: *To be eligible for future funding, all grant recipients need to submit this project summary.*

**FOUNDATION REQUEST:**

Capture the moments with photos of your 2022-2023 Instructional Initiatives Grant initiative

for Storyboards and submit to

Debbie Phelps, [dphelps@bcps.org](mailto:dphelps@bcps.org), Laura Lemon, [llemon2@bcps.org](mailto:llemon2@bcps.org)

and Cindy Whitcomb, cwhitcomb@bcps.org

**CONTACT:**

Ms. Deborah Phelps | Executive Director

Ms. Laura Lemon | Associate Director

Ms. Cindy Whitcomb | Administrative/Fiscal Assistant

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

Headquarters: 443.809.8962 Mobile: 667.208.0199

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