OFFICE OF SCHOOL ADMINISTRATION &
LEADERSHIP PreK-12
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To: Principals, Curriculum Specialists, Directors, PTA Presidents and Student Council Presidents

From: Tracey Lucas

Date: August 16, 2018

RE: **2018-19 GRANT OPPORTUNITIES – DEADLINE Thursday, September 13, 2018 – 4:00 p.m.**
- **Frederick County Public Schools (FCPS) Gifts for Education Fund**
- **Franklin and Bess Gladhill Fund for Agricultural Education**

Please find attached an Application Form and Guidelines for Use of Funds from the FCPS Gifts for Education or Franklin and Bess Gladhill Fund for Agricultural Education. These funds are managed by The Community Foundation of Frederick County, Inc.

- **FCPS Gifts for Education Fund** – The primary intent of this fund is to support student enrichment activities not funded through regular budgets. Gifts for Education grants are funded from earnings of the Frederick County Public Schools (FCPS) Gifts for Education Fund, which is supported by gifts from community members.
- **Franklin and Bess Gladhill Fund for Agricultural Education** – Franklin and Bess Gladhill established this endowment fund in 1998 for the purpose of supporting FCPS agricultural education programs. The fund is not intended to supplant existing funds, but rather to supplement current budgets. Preference will be given to applications submitted to benefit schools in the Tuscarora, Linganore and Urbana high school feeders and the Career & Technology Center.

Please share with your constituents this opportunity to apply for funds to enhance student learning through innovative means. We welcome applications from students, employees, parents, program areas, departments, divisions, schools, etc. for projects that benefit FCPS schools. Collaborations and combining resources are encouraged.

The attached application form with required principal signature must be received by Kimberly Remus, FCPS, 191 South East Street, 4th Floor, Frederick, MD 21701 by 4:00 p.m. on Thursday, September 13, 2018 (scanned/emailed→kimberly.remus@fcps.org, delivered, or faxed→301-696-6801). The Gifts for Education Committee and Mrs. Gladhill will evaluate their respective applications and make recommendations to The Community Foundation Board of Trustees and the Board of Education of Frederick County (BOE) for their approval. Grants to be awarded will be announced after the November 14, 2018 BOE meeting and funds distributed by December 2018.

Grant-funded projects will be widely publicized in order to generate additional public interest in the Gifts for Education fund. Please urge members of your group to apply for funds. Let's show the community we appreciate its support and demonstrate the need for more donations through the large number of outstanding applications received.

Feel free to email or make additional copies of this memo, application form and guidelines, and share with others as appropriate. The application is also available at www.fcps.org on the home page.   If you have questions, please contact Kimberly Remus at 301-696-6818.

c: Mrs. Bess Gladhill
        Diana Fulchiron, The Community Foundation of Frederick County, Inc.
        Michael Doerrer, FCPS Communication Services
        Kevin Cuppett, Executive Director, Curriculum, Instruction & Innovation
        Melissa Dirks, President, Frederick County Teachers Association

2018-19 APPLICATION GUIDELINES
FCPS Gifts for Education Fund
or
Franklin and Bess Gladhill Fund for Agricultural Education

I. Applications will be considered for the benefit of the Frederick County Public Schools from the following:
   A. Student or student organization;
   B. Employee or employee organization;
   C. Parent, volunteer or supporter;
   D. Program area, department, division, or site;
   E. Newly formed organization, project or activity addressing an emerging FCPS need;
   F. PTA or other parent organization.

II. Applications must meet the following standards:
   A. Must be used to support a new or innovative project; lower priority will be given to applications that support existing programs or replicate programs in existence at other sites.
   B. Outcome(s) of the proposed project are aligned with FCPS' strategic goals, which can be found at http://www.fcps.org/boe/strategic-plan
   C. Anticipated number of students/staff benefiting from the project justifies the grant award.
   D. Need for the funding is documented through the use of data.
   E. Proposed budget is reasonable and cost effective.
   F. Must include the measurable criteria that will be used to evaluate the outcome(s).
   G. Applicant will publicize the receipt of the grant throughout Frederick County wherever possible and appropriate.
   H. Application must be completed in its entirety. Submissions that do not respond to each element of the application will not be reviewed.
   I. Do not include supplemental information such as letters of support, curriculum, photos, etc.
   J. Cannot be used to support a one-time event, performance or presentation, unless it is part of a sustained or continuing program that is fully described within the application.
   K. Cannot be used to support fundraisers.
   L. Cannot fund the same project for more than two years.
   M. Projects requiring modification, alteration or addition to the school facility or outdoor space must receive written approval from the Director of Maintenance & Operations prior to submission of the application. This approval must be attached to the application.
   N. Only one application may be submitted per school. If multiple applications are submitted from a school, none of the applications will be reviewed.

III. Awards
   A. Typical awards range from a minimum of $100 to a maximum of $500.
   B. Note that partial awards are often funded.
   C. A detailed itemized budget must be submitted with the application.
      i. Budget can only include items not typically funded by an FCPS budget.
      ii. Awards cannot be used for:
         a. Transportation
         b. Equipment (per FCPS regulation, this would be any item with a cost over $1000)
         c. Refreshments (food or drink)
         d. Stipends for pay (funds for substitutes and workshop pay may be included in budget)
   D. No project activities may occur before November 14, 2018.
   E. The project must be completed and funds spent by the official end of the school year for students.
   F. For Gladhill fund grants: Preference will be given to applications submitted to benefit schools in the Tuscarora, Linganore and Urbana high school feeders and the Career & Technology Center.

IV. Application form with required principal signature must be completed and submitted to Kimberly Remus, Frederick County Public Schools, 191 South East Street, 4th Floor, Frederick, MD 21701, **no later than 4:00 p.m. on Thursday, September 13, 2018** (scanned/emailed→kimberly.remus@fcps.org; delivered; or faxed→301-696-6801).

V. All applicants will be notified of the outcome of their proposals.

Tips on Writing Goals, Outcomes and an Evaluation

Goals and outcomes should describe a change in the target population. In addition, they set standards of progress toward alleviating the problem(s) identified in your documentation of need.

A goal must be measurable and address the main problem identified in your documentation of need. A well written goal should:

- Identify the target population
- Be realistic
- Be measurable

For example, your application might request funding for a STEM (Science, Technology, Engineering and Math) after-school program. Your goal might read, "All students participating in the after-school program will learn to apply STEM concepts as they design and build their robot." The target population is identified as all students participating in the program. It is realistic to expect that all participants will learn to apply STEM concepts. Last, the goal is measurable in a variety of ways, e.g., a pre- and post-test to measure awareness or knowledge of STEM concepts or an increase in assessment scores.

Using the above example, the goal of this project would **not** be, "Students participating in the STEM after-school program will build robots." This statement does not describe a change in the target population.

Outcomes are specific statements regarding the change in the target population. Again, using the STEM after-school program, outcomes might include:

- Students participating in the STEM after-school program will show an increase in their knowledge of STEM concepts, as measured by a pre- and post-test.
- Students participating in the STEM after-school program will show an improvement on assessment scores.
- Students participating in the STEM after-school program will receive higher grades on their report card.

The evaluation will include the steps necessary to measure progress toward achieving the project's goal and outcomes. For example:

> Jane Doe, fifth grade science teacher and head of this project, will facilitate the evaluation. Ms. Doe will devise a pre- and post-test that will be administered at the after-school club's first meeting and again at its last meeting. Ms. Doe will also collect assessment data for participating students from 2014 and 2015. Lastly, Ms. Doe will collect report card grades for science from the first and fourth terms. Ms. Doe will then analyze the data and present it in her final report to the Community Foundation, as well as to stakeholders at XYZ Elementary School.

2018-19 GRANT APPLICATION

FCPS GIFTS FOR EDUCATION FUND or
FRANKLIN AND BESS GLADHILL FUND FOR AGRICULTURAL EDUCATION

Application Deadline: **THURSDAY, SEPTEMBER 13, 2018 – 4:00 p.m.**

Submit to: Kimberly Remus
Frederick County Public Schools
191 South East Street, 4th Floor
Frederick, MD 21701
Scanned/emailed →kimberly.remus@fcps.org; delivered; faxed →301-696-6801

Requested Funding: ☐ FCPS Gifts for Education
☐ Franklin and Bess Gladhill Fund for Agricultural Education

Has this project previously been funded for two years?   ☐ YES   ☐ NO
 (If yes, your school/department may not submit an application this year.)

Representing (Award preference is given to groups who are collaborating):
☐ Student or Student Organization   ☐ Employee or Employee Organization
☐ Parent, Volunteer or Supporter   ☐ PTA or other Parent Organization
☐ Department, Division, Program Area   ☐ Other: (specify)

Title of Project:

Total Amount Requested:
   (Maximum award of $500; partial awards are often funded)

Applicant Name(s):

School/Department:

Address:

Email Address:

Phone Number:

Name of Principal: **Signature:_____**

Brief Paragraph Description of Project (50 words or less):

PROJECT NARRATIVE

A. **Give a brief description of the project. Address the following items:**
- Description of project's goal(s)
- Description of project's on-going, student-centered activities and how they are related to the project's goal(s)
- Explanation of how the project is aligned with FCPS' goals
- Anticipated number of students/staff directly impacted by the project
- The need for the project is documented through the use of data
- Explanation of how the project involves collaboration between staff, departments, schools or outside organizations
- Description of how the project will improve education and/or student performance
- Description of how the project is new or innovative

B. **List the expected outcomes and how they will be evaluated:**

C. **Complete the chart below to show your project's implementation timeline (add rows as needed):**

DATE (MO/YR)	DESCRIPTION OF ACTIVITY TO COMPLETE PROJECT

D. **Who is the person primarily responsible for implementing the project? What other personnel will be involved? Give names and titles, and describe how each person will contribute to the project.**

E. **Does the project require any additions, alterations or modifications to the facility or outdoor areas of your school?**
☐ **YES**   ☐ **NO**
If yes, you must first discuss your plan with the FCPS Director of Maintenance & Operations (301-644-5169) before submitting your application. **Written approval of Director must be attached for consideration of your application.**

F. **Project publicity is required. Explain your plan to publicize your grant** (i.e., newspaper, article in newsletter, radio/TV coverage, open house, graduation, etc.):

G. **Budget for the project. The budget must use the attached template. The budget can only include items not typically funded by FCPS budgets. Funding cannot be used to cover transportation, equipment, food, refreshments or stipends (funds for substitute pay and teacher workshop pay may be included in budget).**

> **Does the budget including funding for substitute or teacher workshop pay?**
> ☐ **YES**   ☐ **NO**

H. **Are there any other funding sources for this project?**   ☐ **YES** ☐ **NO**
  1. **If yes, list the other sources and amounts they are contributing:**
  2. **If no, explain what will happen to the project without Gifts for Education or Gladhill funds:**

I. **If additional funds were available to support this project, how would they be used?**

J. **Are you collaborating with any other groups or organizations for this project?**   ☐ **YES**   ☐ **NO**
If yes, please specify:

K.   **A brief project report (one page) is due at the end of the school year to share with the committees for the FCPS Gifts for Education or Franklin and Bess Gladhill Fund for Agricultural Education.   Do you agree to prepare a final project report if awarded a grant?   ☐ YES   ☐ NO**

L.   **Photos of students that are submitted as part of the project report, it is your responsibility to ensure that parents/guardians have granted permission for their students to be photographed. Do you agree that any photographs of students taken as a part of this project are with the consent of parents/guardians?   ☐ YES   ☐ NO**

ITEMIZED BUDGET FOR GRANT APPLICATION
(AMOUNT REQUESTED CANNOT EXCEED $500)
TEMPLATE

Line Item	Calculation	Amount Requested	Funds from Other Sources	Total Project
TOTAL REQUESTED		$	$	$

EXAMPLE OF COMPLETED BUDGET

Line Item	Calculation	Amount Requested	Funds from Other Sources	Total Project
After-school book club led by second grade teacher	1 teacher at $27.15/hour * 1 hour/week * 5 weeks	$136	$0	$136
Half-day substitute to allow teacher to participate in professional development	1 substitute for 3.5 hours * $12.50/hour	$44	$0	$44
Workers' Compensation	Total Hourly Pay ($176) * .0038	$1	$0	$1
FICA	Total Hourly Pay ($176) * .0765	$13	$0	$13
Books for after-school book club	20 copies of Snowflake Bentley by J. Martin (Houghton Mifflin) at $11.56/book	$231	$100	$331
Shipping	$231 * 10%	$23	$0	$23
TOTAL REQUESTED		$448	$100	$548

Budget Notes

1. Applications not using the above template will be disqualified.
2. Funds can be used to support only those items not typically funded in an FCPS budget, e.g., textbooks, paper.
3. Funds cannot be used for transportation, equipment or refreshments (food or drink).
4. Use the FCPS approved rate of $27.15/hour for teacher workshop pay.
5. Use the average FCPS rate of $12.50/hour for substitute pay.
6. Workers' Compensation and FICA must be included for any hourly pay in your budget, including substitute pay.
7. To calculate Workers' Compensation, multiply the total hourly pay by .0038.
8. To calculate FICA, multiply the total hourly pay by .0765.
9. Round your figures up or down, as appropriate; do not include cents.
10. Be specific and clear in your budget. From the above example, it is easily discerned that the applicant is requesting funds for an after-school book club, facilitated by a second grade teacher that will run for five weeks and accommodate approximately 20 students. In addition, the teacher will participate in a half-day professional development program, which should be explained in detail in the application narrative.
11. You are not required to seek additional funding sources, nor will your application receive additional points if you have other contributions to the project. The selection committee requests this information to have a better understanding of the total costs of your project.

SCORING RUBRIC – APPLICATION
(FCPS Gifts for Education Grants Only – For use by selection committee)

	Fully Meets Criteria (4-5 points)	Partially Meets Criteria (2-3 points)	Meets Few if Any Criteria (0-1 points)
Project Description			
• Goal(s) are articulated			
• On-going, student-centered activities are described			
• Activities are related to the goal(s)			
• Project is aligned with FCPS mission and goal(s)			
• Anticipated number of students/staff impacted by the project			
• Need for the project is documented through the use of data			
• Clear explanation of how project involves collaboration			
• It is clear how the project will improve education and/or student performance			
• The project is new or innovative			
Expected Outcomes and Evaluation			
• Outcomes are clearly defined			
• Outcomes are measurable			
• Outcomes are aligned with project goal(s) and activities			
• Evaluation process is articulated and thoughtful			
Timeline for Implementation			
• Activities can be accomplished according to the timeline			
Personnel			
• It is clear who will be leading the project			
• The roles of other personnel involved are clear			
Publicity			
• Publicity plan can be accomplished			
• Information about the project will be widely disseminated			
Budget			
• Budget template is used			
• Budget figures are correct			
• Budget is reasonable and cost effective			
• Budget includes only allowable costs			
• Impact of Gifts for Education funds to the project is clearly explained			
Total for Each Column:			
GRAND TOTAL:			

REVIEWER COMMENTS