

City of Gaithersburg

FY18 School Grant Application Instruction Sheet

Applications due: Friday, February 24, 2016 by 4 p.m.

The Educational Enrichment Committee (EEC) assists in meeting the diverse educational needs of students in the City of Gaithersburg through the supplemental funding of school program initiatives. Made up of education professionals, business community representatives, PTA and cluster volunteers, interested civic minded citizens and City staff, the EEC recommends program funding to the Mayor and City Council during the budget process each fiscal year.

1. Eligibility Requirements

All schools in the Gaithersburg, Magruder, Northwest, Quince Orchard, Watkins Mill and Wootton clusters that have a student enrollment population of 10% or more City of Gaithersburg residents may apply. The Educational Enrichment Committee will not consider applications that seek funds for endowments, fundraisers or political advocacy projects. The full list of current schools with 10% or more City residents is attached.

2. Goals & Mission

The primary goal of the School Grant Program is to support the implementation of improved educational processes that have measurable results and support these key strategies:

- Promotion of academic enrichment for students;
- Promotion of positive school environments that are conducive to learning; and
- Promotion of parent and community involvement in the schools.

3. Application Deadline

A completed application, which may be filled electronically, along with 15 stapled copies, must be submitted and received by **4 p.m., Friday, February 24, 2017**. We encourage hand delivery of the application packet. *A separate application is required for each grant request. If schools are closed due to inclement weather on February 24, 2017 applications are due by 4 p.m. on the first day that schools are reopened.*

A completed sample application is attached to help you fill out the application easily.

Emergency Extension Request

If your school has a unique situation that makes it impossible to submit your application to the Community Services Division prior to **Friday, February 24, 2017**, a one-week extension may be requested. Please send a letter of request no later than **January 25**.

Hand deliver to: Maureen Herndon, Community Services
(office is in the Wells/Robertson House across the parking lot from City Hall)
1 Wells Ave.
Gaithersburg, MD 20877 OR

Mail to: Maureen Herndon, Community Services
City of Gaithersburg
31 South Summit Ave.
Gaithersburg, MD 20877

4. Contacts

For questions contact **Maureen Herndon** – 301-258-6395 x1, mail to mherndon@gaitthersburgmd.gov or **Shanthi Srinivasachar** – 301-258-6395 x3, ssrinivasachar@gaitthersburgmd.gov.

5. Application Completion Requirements and Submission

The application and budget form are available online at www.gaithersburgmd.gov/services/community-services. Click on School Grants Program. Both documents are fillable applications. You must use Adobe 7 or newer in order to open them. Once you fill out the application, you must save it before you will be able to print it.

An original signed copy and 15 stapled hard copies of the application, inclusive of budget, must be submitted to the Community Services Division. A separate application is required for each grant program request.

6. Application Review

Once a completed grant application has been received by the required deadline, the EEC will review the application for accuracy and completion. The requestor will be contacted to clarify any questions about the application prior to the Committee's recommendation to the Mayor and City Council. The Committee will convene in February to rank each application using a systematic scoring process. The Committee's recommendations are subject to final approval by the Mayor and City Council. Applicants are welcome to attend the Budget Public Hearings and Work Sessions, which provide an opportunity for the general public to comment on spending allocations. The budget schedule is available on the City's website at www.gaithersburgmd.gov.

7. Scoring Categories

All completed grant applications will be scored by the EEC in the following categories:

- Clear program description including program's mission and goals (20)
- Measurable program outcomes (25)
- Curriculum 2.0 and overall school plan and initiatives (10)
- Outputs, financial information, fiscal partners and budget (20)

8. Funding Approval

Following the adoption of the FY18 Budget in June, 2017, formal funding notification letters will be sent. FY18 Contracts and an Outcomes Report Form will also be sent. The school principal must return the *two signed and witnessed copies* of the contract, the Outcomes Report *for each program funded* in the previous fiscal year (if not already submitted), and an invoice on the school's letterhead requesting release of the funds by June 30, 2018. This is required for funds disbursement.

9. Grantee Responsibilities

Grant recipients must acknowledge the support of the City of Gaithersburg in any publicity, printed materials or announcements concerning the funded program. Recipients will allow the EEC to share any program related information with other schools in an effort to promote "best practices." Grantees will be required to prepare a detailed outcomes report for each funded program. This should be supported by evidence (products) and data.