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To: Principals, Curriculum Specialists, Directors, PTA Presidents and Student Council Presidents  
From: Ann Bonitatibus  
Date: August 12, 2013

RE: **2013-14 GRANT OPPORTUNITIES – DEADLINE Thursday, September 12, 2013 – 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 provide for 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 account as an endowment in 1998 for the purpose of supporting agricultural education programs in Frederick County Public Schools. The fund is not intended to supplant existing funds, but rather to supplement current budgets. Preference will be given to applications submitted for benefit of 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 which benefit FCPS schools. Collaborations and combining resources are encouraged.

**The attached application form with required signature must be received by Deb Huffman, FCPS, 191 South East Street, 2nd Floor, Frederick, MD 21701 by 4:00 p.m. on Thursday, September 12, 2013 (delivered, faxed or scanned to [deb.huffman@fcps.org](mailto:deb.huffman@fcps.org)).** The Gifts for Education Committee and Mr. and Mrs. Gladhill will evaluate their respective applications and make recommendations to The Community Foundation Board of Trustees and Board of Education of Frederick County (BOE) for their approval. Grants to be awarded will be announced after the BOE meeting on October 9, 2013 and funds distributed by early November 2013.

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 make or email additional copies of this memo, application form and guidelines, and share with others as appropriate. The application is also available at [www.fcps.org](http://www.fcps.org) on the home page. If you have questions, please contact Deb Huffman at 301-696-6805.

c: Franklin and Bess Gladhill  
Betsy Day, The Community Foundation of Frederick County, Inc.  
Michael Doerrer, FCPS Communication Services  
Gary Brennan, FCTA  
Norma Davis, FASSE  
Mike Bunitsky, FCASA

**2013-14 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 requests for funds that support existing programs or replicate programs in existence at other sites.
  - B. Outcome(s) of the proposed project are aligned with the FCPS mission and strategic goals, which can be found at <http://fcps.schoolwires.com/152910102212584930/site/default.asp>
  - 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. Application should not include supplemental information such as letters of support, curriculum, 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.
  
- 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 to fund:
      - a. Transportation
      - b. Equipment (per FCPS regulations, this would be any item with a cost of over \$1,000)
      - c. Refreshments (food or drink)
      - d. Stipends for pay (funds for substitutes and workshop pay may be included in the budget)
  - D. 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. Funding preference will be given to applications that:
  - A. Demonstrate collaboration between groups or organizations
  - B. Involve many students
  - C. Are new and innovative
  - D. Involve on-going, student-centered activities that are carried on throughout the year
  
- V. Application form with required signature must be completed and submitted to Deb Huffman, Frederick County Public Schools, 191 South East Street, 2nd Floor, Frederick, MD 21701, **no later than 4:00 p.m. on Thursday, September 12, 2013** (delivered, faxed [301-644-6959] or scanned to deb.huffman@fcps.org).
  
- VI. 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 MSA science 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 MSA science 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 MSA science data for participating students from 2010 and 2011. 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.

For Office Use Only:

APPLICATION #\_\_\_\_\_

## 2013-14 GRANT APPLICATION

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

**Application Deadline:** **THURSDAY, SEPTEMBER 12, 2013 – 4:00 p.m.**

**Submit to:**  
Deb Huffman  
Frederick County Public Schools  
191 South East Street, 2nd Floor  
Frederick, MD 21701

**Delivered, faxed (301-644-6959) or scanned (deb.huffman@fcps.org)**

**Requested Funding:**  FCPS Gifts for Education (\$4,172 available\*)  
 Franklin and Bess Gladhill Fund for Agricultural Education (\$4,605 available\*)

\*unaudited amount; subject to change

**Has this project previously been funded for two consecutive 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/Department Head:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

**DATE APPLICATION RECEIVED:** \_\_\_\_\_

**PASSED INTERNAL SCREENING (Gifts for Education Applications only):**  YES  NO

**IF NO, WHY:** \_\_\_\_\_

**INITIALS OF INTERNAL SCREENER:** \_\_\_\_\_ **DATE SCREENED:** \_\_\_\_\_

**APPLICATION APPROVED BY SELECTION COMMITTEE FOR FUNDING:**  YES  NO

**AMOUNT APPROVED FOR FUNDING:** \$\_\_\_\_\_

**COMMENTS:**

## **PROJECT NARRATIVE**

- A. Give a brief description of the project. Address the following items:**
- Description of project's goal(s)
  - Description of project activities and how they are related to the project's goal(s)
  - Explanation of how the project is aligned with FCPS mission and goals
  - Anticipated number of students/staff directly impacted by the project
  - The need for the project is documented through the use of data
  - 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. Describe the timeline for implementation:**
- D. Who is the person primarily responsible for implementing the project? What other personnel will be involved? Give their names, titles and roles.**
- E. Project publicity is required. Explain your plan to publicize your grant (i.e., newspaper, article in newsletter, radio/TV coverage, open house, graduation, etc.):**
- F. 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 workshop pay may be included in budget).**
- G. Are there any other funding sources for this project?  YES  NO (answer G.2. only)**  
1. If yes, list the other sources and amounts they are contributing:  
2. Explain what will happen to the project without Gifts for Education or Gladhill funds:
- H. Are you collaborating with any other groups or organizations for this project?  YES  NO**  
If yes, please specify:
- I. A 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. Will you prepare a final project report if awarded a grant?  YES  NO**

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

Line Item	Calculation	Amount Requested	Funds from Other Sources	Total Project
<b>TOTAL REQUESTED</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

**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 \$26.26/hour * 1 hour/week * 5 weeks	\$131	\$0	\$131
Half-day substitute to allow teacher to participate in professional development	1 substitute for 3.5 hours * \$12.38/hour	\$43	\$0	\$43
Workers' Compensation	Total Hourly Pay (\$174) * .00263	\$1	\$0	\$1
FICA	Total Hourly Pay (\$174) * .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
<b>TOTAL REQUESTED</b>		<b>\$442</b>	<b>\$100</b>	<b>\$542</b>

**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 \$26.26/hour for teacher workshop pay.
5. Use the average FCPS rate of \$12.38/hour for substitute pay.
6. Workers' Compensation and FICA must be included for any hourly pay in your budget.
7. To calculate Workers' Compensation, multiply the total hourly pay by .0033.
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 <b>(4-5 points)</b>	Partially Meets Criteria <b>(2-3 points)</b>	Meets Few if Any Criteria <b>(0-1 points)</b>
<b>Project Description</b>			
• Goal(s) are articulated			
• 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			
• It is clear how the project will improve education and/or student performance			
• The project is new or innovative			
<b>Expected Outcomes and Evaluation</b>			
• Outcomes are clearly defined			
• Outcomes are measurable			
• Outcomes are aligned with project goal(s) and activities			
• Evaluation process is articulated and thoughtful			
<b>Timeline for Implementation</b>			
• Activities can be accomplished according to the timeline			
<b>Personnel</b>			
• It is clear who will be leading the project			
• The roles of other personnel involved are clear			
<b>Publicity</b>			
• Publicity plan can be accomplished			
• Information about the project will be widely disseminated			
<b>Budget</b>			
• Budget template is used			
• Budget figures are correct			
• Budget is reasonable and cost effective			
• Budget includes only allowable costs			
• Impact of Gifts for Education/Gladhill funds to the project is clearly explained			
<b>Total for Each Column:</b>			
<b>GRAND TOTAL:</b>			

Application responds to the following priorities

- Demonstrates collaboration between groups or organizations  Yes  No
- Involves many students  Yes  No
- Is new and innovative  Yes  No
- Involves on-going, student-centered activities  Yes  No

**REVIEWER COMMENTS**