

MONTGOMERY COUNTY PUBLIC SCHOOLS



SMALL GRANT GUIDELINES

The Montgomery County Public Schools (MCPS) Educational Foundation, Inc. small grant applications are available online at <http://www.mcpsfoundation.org>. The deadline to apply is September 26, 2011. For your convenience, the online application is interactive. It must be downloaded, typed, and printed for submission. Completed applications will be judged using the following guidelines:

- I. Programs should reflect specific areas of need and should include one or more of the following:**
 - Parent involvement
 - Encouragement of student participation in science/math
 - Interdisciplinary instruction
 - At-risk students
 - Support for the arts
 - Technological support
 - Multicultural education
- II. Programs should have broad system application or group involvement**
- III. Programs should be supportive of MCPS priorities and the MCPS strategic plan, *Our Call to Action: Pursuit of Excellence***
- IV. Programs should be innovative**
- V. Programs with an immediate, identifiable need will receive funding preference**
- VI. Types of programs considered:**
 - Supplements to existing school programs related to above areas
 - Support for students to participate in academic or arts competitions beyond MCPS
- VII. The following restrictions apply:**
 - No grants are awarded for salaries
 - Grant funds will not be approved for transportation requests unless this is part of a larger project
 - Grant funds may not be used for childcare
 - Grant funds may not be used for snacks and/or refreshments
 - Grant funds may not be used for camcorders, digital cameras, personal computers, or related equipment

Requests for more than \$1,000 will be rejected unless accompanied by details about how the balance will be funded.

MCPS is purchasing microcomputers and software for instruction so grants usually will not be funded to make such additional purchases. However, one of the major purposes of the program is to encourage innovation and experimentation by individual schools so the ban on the purchase of software with these funds is not absolute. Be creative!

Several schools can join together to submit a grant proposal; however, the total request for funding such a joint proposal should be no greater than \$1,000.

VIII. End-of-Year Reports

If a grant is awarded, a final report will be due at the completion of the activity or not later than June 29 of the grant year. Specific use of funds must be identified. Balance of funds not expended must be returned to the Foundation unless excess funds will be used to continue the project in the new year (an accounting of these funds will be required). Please complete MCPS Form 280-71 or submit a narrative. The final report must include the following information:

- Program's title, school name, and the award recipient's names
- A narrative of your program and outcomes
- Signatures from applicant and applicant's principal, director, or supervisor
- Original receipts must be taped onto a white, letter-sized sheet of paper. Write your program title, school name, and award recipients names on the top of the page

You also may submit photos which may be included in the Foundation's newsletter.

All typed applications must be approved and signed by the applicant's principal, director, or supervisor. Notification of award will be made to applicant within five weeks of closing date. Grant recipients are responsible for tracking their expenditures as not to exceed the amount allotted.

Timeline for activity/date of event:

Description of program expectations:

Number involved/affected: Students _____ Teachers _____ Staff _____ Others _____

Proposed budget: List expected expenditures (e.g., supplies, materials, consultants, equipment) to show how grant funds will be spent. GRANT FUNDS ARE NOT TO BE USED FOR SALARIES, CHILD CARE, OR SNACKS/REFRESHMENTS.

SIGNATURES

Applicant _____

Principal, Director, or Supervisor