

TO BE COMPLETED BY THE GRANT RECIPIENT.

Name of School _____ Level: Elementary Middle High

School no. _____ Cluster _____

Grant Awarded by _____

Funding Source: Name _____

Address _____

Date of Grant Award ____/____/____ Dollar Amount of Award _____

Duration of grant award: One time one year multiple years

Project Name _____

Name of MCPS staff person at school most knowledgeable about the project _____

Phone Number of MCPS staff person ____-____-____

50-word description of the project including the number of students served.

Roles and responsibilities of community organizations involved in the project.

Primary use of the funds (e.g., stipends, equipment, supplies):

INSTRUCTIONS

Grant Recipient is the school or schools who have received funds from a foundation, government agency, corporation, or other external source for a particular purpose over a definite period of time to fulfill the goals and desires of the funding source.

Funding Source is the organization (foundation, corporation, government agency, or other external body) which provided the funds for the project.

Project Name is the specific use for which the funds were garnered. Examples of projects include after-school tutoring and mentoring programs, literacy activities, artists in residence, field trips.

The **Fifty-Word Description** should be a short synopsis of the grant that includes the number of students served, their grade levels, and how the funds were used to benefit students and their achievement.

Roles and responsibilities of Community Organizations should include the names of any community based (not for profit, faith based, or county agencies) involved in implementing the program.

Primary use of the funds should include a brief line item budget outlining the costs of stipends, equipment, supplies, transportation, and other expenses.

Please contact MCPS Internal Audit, 301-279-3191 if you have any questions or need clarification.