

MONTGOMERY COUNTY PUBLIC SCHOOLS



## Extended Technology Hours Grant Application Guidelines

### A Technology Project Supporting Success for Every Student by Making School Computers Available to Families After School Hours

Individual schools may apply to the Montgomery County Public Schools Educational Foundation, Inc., for funds to open computer labs and/or research and learning hubs to students and their parents/guardians one or more evenings a week. Providing after-hours family access to computer based information and communication will leverage existing equipment, software, and Internet resources for both students and their families.

The Montgomery County Public Schools (MCPS) Educational Foundation, Inc. extended technology hours 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. Purpose

- To allow students to build on technology skills, research strategies, and curricular content they are learning in school
- To provide opportunities for students to use computers for their school assignments and research projects with help from their parents
- To increase parental involvement in student learning via technology access
- To give parents the opportunity to obtain/improve technology skills by learning from their children

#### II. Criteria for School Participation

- A minimum of 10 computers, at least five of which have Internet access, to allow at least 10 families to participate
- Printer capability
- A proposed plan that identifies goals and provides for managing the project and achieving its goals

#### III. Application Process

Principals who would like to participate should submit a written proposal to the MCPS Educational Foundation. The proposal, on the attached application form, should include:

- School goals for the project
- School staff—and any community volunteers—identified to implement the project
- Plan for inviting families, determining participation, and managing evening hours
- A timeline that includes dates and hours of family participation for the year
- A budget with a list of specific costs
- Means of evaluating success in reaching the project goals

#### IV. 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 280-73 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 recipient's names on the top of the page

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

**Note:** Funds can be used to pay staff members at \$25.00 an hour (budget \$27.00 an hour to include employee benefits) to work with students and families and provide help as needed to pay for miscellaneous costs such as postage for invitations, instructional materials for parents to take home, printed bilingual materials, or paper for certificates of participation. Funds cannot be used for equipment or software.



# Application for Extended Technology Hours Grant

MCPS Educational Foundation, Inc.  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

All applications must be typed. Handwritten applications will not be reviewed. Please refer to the attached guidelines for deadlines and detailed information.

School \_\_\_\_\_ Name of Project \_\_\_\_\_

Principal \_\_\_\_\_ Telephone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Applicant (Dr., Ms., Mrs., Mr.) Name \_\_\_\_\_ Telephone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

*Last*

*First*

## PROGRAM PROPOSAL

### Program Goals

**Plan** (Include plan for inviting families, determining participation, identifying activities, and managing after school hours; how many involved families)

### Dates and Hours for Program

Dates \_\_\_\_\_ Hours \_\_\_\_\_

**Evaluation Plan**

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**Potential Source of Funding to Continue Program**

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**Budget (not to exceed \$3,000)**

Salaries @ \$27.00 per hour ..... \$ \_\_\_\_\_

Number of staff \_\_\_\_\_

Number of sessions \_\_\_\_\_

Number of hours per session \_\_\_\_\_

Other Costs (please itemize)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

Approved

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature, Principal* *Date*