2015-2016 21st Century INSTRUCTIONAL INITIATIVES GRANTS

APPLICATION GUIDELINES

Read carefully to fully understand guidelines and expectations.

Award Range: Up to $2,000 per project. The number of initiatives funded will depend upon available funds.

Key Criteria & Eligible Projects:

Review and award of project funds will be based on the project’s anticipated contribution to essential knowledge and skills students must have to be successful in life and employment in the 21st Century, clear alignment with the BCPS Blueprint 2.0: Our Way Forward and the School Improvement Plan, clear measurable objectives, and overall impact and potential for successful implementation. The 2015-2016 projects should address at least one of the following instructional focused 21st Century themes:

Financial, Economic, Business and Entrepreneurial Literacy
Environmental Literacy
Arts & Culture with an emphasis on creative writing
Science, Technology, Engineering, and Mathematics (STEM)

Projects must be conducted and supervised by BCPS professional personnel who work directly with students, including teachers, school counselors, media specialist, nurses, etc. Projects must address an identified need that is aligned with BCPS goals for academics and key actions as stated in the BCPS Blueprint 2.0: Our Way Forward and the School Progress Plans. Funds may not replace normal funding from tax-based sources. The proposal should describe a quantitative and/or qualitative method to evaluate the success of the project. Funds may cover travel, participation in events/activities, consulting fees, and speaker honorariums. Funds may not cover personnel or any related expenses for BCPS staff.

Application Deadline: On or before October 23, 2015 by 5:00 PM

Notification of Recipients: Recipients will receive an e-mail notification from the director on November 16, 2015 and a media release will be placed on our website (educationfoundationbcps.org) on November 23, 2015.

Awarding of Funding: Funds will be disbursed to the school/organization for project expenses according to standard Education Foundation practice as stated on the page titled Processing A Request To Disburse Funds From The Foundation Account with use of the form titled Request for Reimbursement/Disbursement from a Foundation Project Fund. Any unexpended funds will revert to the Education Foundation unrestricted fund at the conclusion of the project.

Length of Project: Projects should be implemented during the 2015-2016 school year with all projects to be completed on or before June 3, 2016.

Applicant Eligibility: Applicants must be BCPS professional personnel. In the case of team-based proposals, a project coordinator must be designated to assume overall administrative responsibility for the instructional initiative grant application, submission of disbursement requests, and any other requested information or reports. Simultaneous funding of projects from the same applicant or benefitting the same classroom, department, or team will not occur.

Proposal Review: Proposals will be competitively reviewed by the Programs and Allocations Committee of the Education Foundation. BCPS Curriculum and Instruction and/or Business Services professionals may be consulted as part of proposal review for the purpose of compliance and alignment.

Initiative Summary: A project summary is due to the Education Foundation upon the conclusion of the initiative no later than June 30, 2016. See accompanying project summary guidelines for details. A grant recipient who does not submit a summary will not be eligible for future funding consideration until the summary has been received.
2015-2016 21st Century INSTRUCTIONAL INITIATIVES GRANTS
APPLICATION COVER SHEET*

Name of Principal or Supervisor: _____ E-mail address: _____
School/Office: _____ Phone: _____

Name of Applicant/Project Coordinator: _____ E-mail address: _____
(Must be BCPS professional personnel)

Is this a team proposal? [ ] No [ ] Yes (If yes, list team members)

Title of Proposed Project: _____

Core Subject(s): (May check more than one)
☐ English, Reading and Language Arts ☐ History and Culture Studies ☐ Government and Civics ☐ Arts
☐ Mathematics and Economics ☐ Science and Geography ☐ World Languages, Early Grades through Grade 12

Project aligns with the BCPS Blueprint 2.0: Our Way Forward and School Improvement Plan and addresses the following instructional focused 21st century theme(s): (May check more than one)
☐ Financial, Economic, Business and Entrepreneurial Literacy ☐ Health Literacy
☐ Environmental Literacy ☐ Civic Literacy
☐ Arts & Culture ☐ Global Awareness
☐ Science, Technology, Engineering, and Mathematics (STEM)

Anticipated Date of Implementation: _____
Anticipated Date of Completion: _____

Total funds required for project (May include funds from other sources): $_____
Total funds requested from The Education Foundation of BCPS, Inc. for project: $_____

*NOTE: Application must be completed and submitted electronically. This cover sheet will not be included as part of the actual selection process by the Programs and Allocations Committee. Consideration of your request will be based entirely on the following proposal.

Foundation Headquarters Use Only:
Date Received:
2015-2016 21st Century INSTRUCTIONAL INITIATIVES GRANTS
APPLICATION PROJECT DESCRIPTION

DIRECTIONS: Respond clearly and specifically to each of the statements/questions below, limiting to a maximum of two (2) typed pages. Do not include the name of your school, administrator and/or teacher in this application project description.

Title of Proposed Project: _____ Grade Level _____
Core Subject(s): (May check more than one)
☐ English, Reading and Language Arts  ☐ History and Culture Studies  ☐ Government and Civics  ☐ Arts
☐ Mathematics and Economics  ☐ Science and Geography  ☐ World Languages, Early Grades through Grade 12
Project aligns with the BCPS Blueprint 2.0: Our Way Forward and School Improvement Plan and addresses the following instructional focused 21st century theme(s): (May check more than one)
☐ Financial, Economic, Business and Entrepreneurial Literacy  ☐ Health Literacy
☐ Environmental Literacy  ☐ Civic Literacy
☐ Arts & Culture  ☐ Global Awareness
☐ Science, Technology, Engineering, and Mathematics (STEM)

Implementation Date: _____ Evaluation Date: _____
Total Amount of Request: _____ Date of Proposal: _____

1. Briefly describe this project and how it will address at least one of the instructional focused 21st century themes. (10 points)
2. Explain how this project meets the goals for academics as stated in the BCPS Blueprint 2.0: Our Way Forward and your School Improvement Plan? (15 points)
3. What are the clearly defined, obtainable educational outcomes that are measurable of this project and what are the needs it will meet? (20 points)
4. Identify and explain the research based instructional methods/techniques and skills that will be implemented through this project. (Learning and Innovation Skills, Information, Media and Technology skills and/or Life and Career Skills). Be specific. (20 points)
5. What grade level(s) and core subject area(s) will be addressed by this project? Approximately how many students will benefit? What is the potential impact on students and is there a possibility for expansion of this project to other grade levels and/or schools? (10 points)
6. List the plan of action including a chronological timeline for strategic initiatives and key actions in the preparation and implementation of this project. Include: completed lesson plan(s), communication tools and techniques for community outreach, multi-media presentations, ordering/receiving of materials, classroom implementation, evaluation tools and significant dates, etc. (5 points)
7. How will you evaluate whether the objectives for this project have been achieved? (10 points)
Note: A written project evaluation is required at the completion of the project.
8. Identify your detailed budget request for this project in order of priority. Include specific information on materials of instruction, equipment, services, and any other fees, charges and/or payments. If applicable, list funds/resources that will be required to implement this project beyond this grant request. Identify the anticipated source of funds for each expense. Please list Grant in the source column for expenses to be covered by receipt of this Education Foundation award. (10 points)
2015-2016 21ST CENTURY INSTRUCTIONAL INITIATIVES GRANTS PROJECT
PROPOSED BUDGET **

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>EXPENSE</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE: If this initiative is approved, copies of all invoices and proof of payments will need to be attached to a written evaluation and returned to The Education Foundation of Baltimore County Public Schools, Inc by the end of the 2015-2016 school year in which the initiative is implemented. (On or before June 30, 2016)

Send Electronically To:
Ms. Deborah Phelps, Director
dphelps@bcps.org
Mrs. Bonnie Derda
bderda@bcps.org

Self Checklist for Completion of Application***

- Project is appropriate for submission if the following questions can be answered in the affirmative: YES NO
  - Project addresses at least one of the instructional focused 21st century themes
  - Project meets the goals for academics as stated in the BCPS Blueprint 2.0: Our Way Forward/School Improvement Plan
  - Project has clearly defined, attainable educational outcomes that are measurable
  - Project has identified instructional methods/techniques and skills that are research based and instructionally sound
  - Project has the potential to involve a large number of students with a long-term impact
  - Project plan of action and timeline is clearly stated with realistic attainable dates for completion
  - Project has a built in evaluation component
  - Project includes a detailed budget with items and costs listed

***NOTE: See enclosed Rubric for Instructional Initiatives
PROCESSING A REQUEST TO DISBURSE FUNDS FROM THE FOUNDATION ACCOUNT

There are two ways that funds may be disbursed from the Education Foundation. One involves the foundation paying for something directly on behalf of the school or project. The other involves the Education Foundation reimbursing the school or project for expenditures they have incurred and paid that relate directly to the Education Foundation project.

1. Directly Paid by the Education Foundation

Certain types of expenditures may be paid directly by the Education Foundation from the project funds. These include large dollar expenditures such as scholarships, technology, playgrounds, etc.

A written Request for Reimbursement/Disbursement of Project Funds form should be prepared, signed by the appropriate authorized person(s) (e.g. Principal, School Improvement Team chair, project coordinator), and forwarded with the original and one (1) copy of the invoice or order to:

Ms. Deborah Phelps, Director
The Education Foundation of Baltimore County Public Schools, Inc.
105 W. Chesapeake Avenue, Suite B-1
Towson, Maryland 21204

The Education Foundation generally disburses checks twice a month. All disbursement requests are subject to review and approval by the Education Foundation Executive Board/Full Board. All requests should take this into consideration to ensure that items will be received when needed.

2. Reimbursed to the School or Organization

Invoices or orders from schools for less than $1,000 should not be sent directly to the Education Foundation to be paid. Small invoices (less than $1,000) should be paid directly by the school (e.g. Activity Funds) or organization, and subsequently submitted to the Foundation for reimbursement monthly. To request reimbursement do the following:

a. Accumulate receipts and prepare a written Request for Reimbursement/Disbursement of Project Funds form that describes each receipt, a description of what was purchased, the amount, the vendor, the total of the reimbursement request, how it is consistent with the goals for academics/objectives of the Education Foundation project, and the Education Foundation project it applies to.

b. Forward the request, signed by the appropriate authorized person(s) (e.g. Principal, School Improvement Team chair, project coordinator), and the attached receipts to:

Ms. Deborah Phelps, Director
The Education Foundation of Baltimore County Public Schools, Inc.
105 W. Chesapeake Avenue, Suite B-1
Towson, Maryland 21204

c. Reimbursement requests will be processed by the Foundation twice each month. Accordingly, receipts should be accumulated and submitted on or about the 1st or 15th of the month.
# REQUEST FOR REIMBURSEMENT/DISBURSEMENT FROM A FOUNDATION PROJECT FUND

<table>
<thead>
<tr>
<th>Name of Preparer (Type)</th>
<th>Date</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>School/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Briefly State the Reason/Purpose for the Disbursement:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Amount requested $____ Attach [original] receipts, invoices, quotes, purchase orders, etc.

To be paid to *(Note: A separate disbursement form must be completed and submitted for each payee):*

<table>
<thead>
<tr>
<th>Name of Business or School to be Paid</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address of Business/School to be Paid

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

All requests for disbursement must be signed by at least two authorized individuals:

<table>
<thead>
<tr>
<th>Name (Type)</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mail to:  Ms. Deborah Phelps, Director  The Education Foundation of Baltimore County Public Schools, Inc.  105 Chesapeake Ave, Suite B-1  Towson, MD 21204  *(Note: Original invoice/receipts/quotes must be attached)*

**Foundation Headquarters use only:**

Approved by:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Paid:____ Check #:____ Account #:____ Amount$:____
<table>
<thead>
<tr>
<th>Key Criteria</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Need for Project 10 Points</strong></td>
<td>States a need that addresses at least one of the instructional focused 21st century themes.</td>
<td>States a need that somewhat addresses at least one of the instructional focused 21st century themes.</td>
<td>Need stated does not address at least one of the instructional focused 21st century themes.</td>
<td>No reference to need.</td>
<td>/10</td>
</tr>
<tr>
<td><strong>Explanation of How Project Meets Goals 15 Points</strong></td>
<td>Explanation is consistent with goals for academics as stated in BCPS Blueprint 2.0/School Improvement Plan.</td>
<td>Explanation is somewhat consistent with goals for academics as stated in BCPS Blueprint 2.0/School Improvement Plan.</td>
<td>Explanation does not address goals for academics as stated in BCPS Blueprint 2.0/School Improvement Plan.</td>
<td>Does not explain how goals for academics as stated in BCPS Blueprint 2.0/School Improvement Plan will be met.</td>
<td>/15</td>
</tr>
<tr>
<td><strong>Major Objectives of the Project 20 Points</strong></td>
<td>Objectives are clearly defined, attainable, and address the stated needs. Educational outcomes are stated and are measurable.</td>
<td>Objectives are defined and address the stated needs. Educational outcomes are stated.</td>
<td>Objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively.</td>
<td>Objectives are not clear. No measurable outcomes are included.</td>
<td>/20</td>
</tr>
<tr>
<td><strong>Teaching Methods/ Techniques and Skills to Implement Project 20 Points</strong></td>
<td>Teaching methods/ techniques and skills are research-based and instructionally sound. Project supports goals for academics, strategic initiatives and key actions, which are clearly stated and identified.</td>
<td>Teaching methods/ techniques and skills are instructionally sound. Project supports goals for academics, strategic initiatives and key actions, which may not be clearly stated and/or identified.</td>
<td>Teaching methods/ techniques and skills are identified. Project does not support goals for academics, strategic initiatives and key actions.</td>
<td>Teaching methods/ techniques and skills are not identified and/or no goals for academics, strategic initiatives and key actions are cited.</td>
<td>/20</td>
</tr>
<tr>
<td><strong>Potential Impact on Students 10 Points</strong></td>
<td>Project has the potential to involve a large number of students with a long-term impact.</td>
<td>Project has the potential to involve a large number of students with some impact.</td>
<td>Project will only impact a few students.</td>
<td>Project does not address potential impact on students.</td>
<td>/10</td>
</tr>
<tr>
<td><strong>Plan of Action / Timeline 5 Points</strong></td>
<td>Plan of Action / Timeline is clearly stated with realistic dates that are attainable.</td>
<td>Plan of Action / Timeline is clear with realistic dates that are attainable.</td>
<td>Plan of Action / Timeline is not clear or is not realistic for successful completion of project.</td>
<td>Plan of Action / Timeline is not included.</td>
<td>/5</td>
</tr>
<tr>
<td><strong>Evaluation 10 Points</strong></td>
<td>Evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included and specific evaluation activities are identified.</td>
<td>Evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included.</td>
<td>Evaluation regarding the effectiveness of the project is not specific.</td>
<td>Evaluation is not addressed.</td>
<td>/10</td>
</tr>
<tr>
<td><strong>Budget 10 Points</strong></td>
<td>Detailed budget with items and costs listed.</td>
<td>Detailed budget with items listed and estimated costs on most items.</td>
<td>Budget provide but some items and/or costs incomplete.</td>
<td>Budget is not included.</td>
<td>/10</td>
</tr>
</tbody>
</table>

**TOTAL** /100