

**AMERICAN DESIGN ASSOCIATES
ALTERNATIVE LEARNING SPACE
GRANT APPLICATION GUIDELINES and EXPECTATIONS**

Purpose	American Design Associates, in partnership with Academia Furniture, is invested in providing an alternative learning space for one School's Library Media Center in the Baltimore County Public Schools system. The space is designed for tutoring, teaching, group projects, presentations, and more.
Award:	Alternative Learning Furniture
Key Criteria & Eligible Projects:	<p>Review and award of grant materials will be based on the project's anticipated need of supplies, resources, and opportunities/experiences to fulfill community needs and improve literacy rates.</p> <p>Grant expectations:</p> <ul style="list-style-type: none">• Secure your Principal's permission to apply for the American Design Associates Alternative Learning Space grant.• Submit your grant application electronically on or before April 30, 2025 at 5:00 p.m. <p>Projects must be conducted and supervised by a BCPS staff member or Baltimore County community member. Projects must address an identified need that is aligned with BCPS goals, The Education Foundation of Baltimore County Public Schools, Inc.'s mission and vision, and the school's progress plan (if applicable). The proposal must describe a quantitative and/or qualitative method to evaluate the project's success.</p>
Application Deadline:	<u>April 30, 2025</u>
Notification of Recipients:	Recipients will receive an e-mail notification from the foundation's Associate Director, Dr. Heather Wooldridge, within 3-weeks of application submission.
Awarding of Materials:	The furniture is an in-kind donation from American Design Associates in partnership with Academia Furniture.
Proposal Review:	Proposals will be reviewed by the Programs and Allocations Committee of The Education Foundation of BCPS, Inc. and staff from American Design Associates. All applications will be blind scored by three committee members.
Initiative Summary:	<p>A final project summary and storyboard with photos and grant highlights must be submitted to The Education Foundation of BCPS, Inc. upon the conclusion of the initiative no later than <u>May 24, 2026</u> (A link to the summary and the storyboard template will be sent electronically to the grant recipient in the congratulatory e-mail notification).</p> <p>A grant recipient who does not submit a final project summary and storyboard <u>will not</u> be eligible for future funding consideration until both have been received.</p>

**AMERICAN DESIGN ASSOCIATES
ALTERNATIVE LEARNING SPACE
GRANT APPLICATION COVER SHEET***

Name of School Principal: _____ E-mail Address: _____

School: _____ Phone: _____

Name of Applicant/Project Coordinator: _____ E-mail Address: _____

Do you have the permission of your Principal to request this grant? No Yes

*If yes, please upload a document with the following statement signed by your Principal:

I, _____, Principal of _____ grant permission to apply for the American Design Associates | Alternative Learning Space Grant.

_____ (Name Printed) _____ (Signature)

_____ (Date)

Title of Proposed Project: _____

Applicant/Project Coordinator, place a ✓ in each of the boxes below to indicate **your** acceptance of the following requirements.

- ☐ The application is due by 5:00 p.m. on April 30, 2025.
- ☐ The approval of my Principal is required for this project.
- ☐ The project focuses on creating alternative learning space for the school's library.
- ☐ A grant project summary and storyboard is due to The Foundation on or before **May 24, 2026.**

***NOTE:** The application must be completed and submitted electronically **on or before 5:00 PM on April 30, 2025.** 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:

Applicant Number: _____

Date Received: _____

**AMERICAN DESIGN ASSOCIATES
ALTERNATIVE LEARNING SPACE
GRANT APPLICATION PROJECT DESCRIPTION**

DIRECTIONS:

Respond clearly and specifically to each of the statements/questions below, limiting your response to a maximum of two (2) typed pages. A rubric is attached for reference of assessment of the project.

1. Do you currently have an alternative learning space in your library and/or in your school? If yes, please describe the space(s) and how it/they are utilized. If no, describe the existing learning spaces. *(20 points)*
2. How do you intend to use the new alternative learning space if awarded this grant? *(20 points)*
3. What impact do you hope the new space will have on the educational experience of your community members? Explain specifically who this project will impact the most and how. *(20 points)*
4. Describe how your selected project is aligned with BCPS goals, The Education Foundation of Baltimore County Public Schools, Inc.'s mission and vision, and your school's progress plan (if applicable). *(20 points)*
5. What is your measurable impact of the success of the implementation of the alternative learning space? *(20 points)*

Self-Checklist for Completion of Application

Project application is appropriate for submission if the following questions can be answered in the affirmative:	YES	NO
• I have permission from my Principal to apply for this grant.		
• The proposal clearly describes existing alternative learning space(s) in the school, if applicable, and how the new alternative learning space would be utilized		
• The proposal clearly explains who this project will impact the most and how.		
• The proposal clearly demonstrates alignment with systemic, Foundation, and school goals.		
• The proposal articulates the measurable impact of the success of the project.		



**AMERICAN DESIGN ASSOCIATES
ALTERNATIVE LEARNING SPACE
GRANT RUBRIC**

Key Criteria	4	3	2	1	Score
Description of Current Learning Spaces <i>20 Points</i>	Clearly and thoroughly describes current learning spaces. 13-20 points	Somewhat describes current learning spaces. 5-12 points	Minimally describes current learning spaces. 1-4 points	Does no describe current learning spaces. 0 points	/20
Description of Intended Use of New Learning Space <i>20 Points</i>	Clearly and thoroughly describes the intended use of the new learning space. 13-20 points	Somewhat describes the intended use of the new learning space. 5-12 points	Minimally describes the intended use of the new learning space 1-4 points	Does not describes the intended use of the new learning space 0 points	/20
Impact of the Project: Who & How <i>20 Points</i>	Project has the potential to impact a large number of students academically and social-emotionally within the classroom/schoolhouse making an impact. 13-20 points	Project has the potential to impact a large number of students either academically or social-emotionally within the classroom/schoolhouse with some impact. 5-12 points	Project has the potential to impact a minimal number of students either. academically or social-emotionally within the classroom/schoolhouse with little impact. 1-4 points	Project does not have the potential to impact a large number of students nor address potential academic or social-emotional impact on students. 0 points	/20
Explanation of How Project Addresses Identified Need with Alignment <i>20 Points</i>	Explanation is consistent. with BCPS goals, aligned with the ED Foundation's mission and vision, and the school's progress plan. 13-20 points	Explanation is somewhat consistent with BCPS goals and somewhat aligned with the Ed Foundation's mission and vision, and the school's progress plan. 5-12 points	Explanation is not consistent with BCPS goals nor aligned with the ED. Foundation's mission and vision, and the school's progress plan. 1-4 points	Does not explain how and is not consistent with BCPS goals nor aligned with the ED Foundation's mission and vision, and the school's progress plan. 0 points	/20
Measurable Impact for Success <i>20 Points</i>	Objectives are clearly defined, attainable, and address the stated needs for the project. Educational outcomes are stated and are measurable. 13-20 points	Objectives are defined and address the stated needs for the project. Educational outcomes are stated with very little measurable outcomes. 5-12 points	Objectives are defined. Educational outcomes are not clearly stated and cannot be measured effectively. 1-4 points	Objectives are not clear. No measurable outcomes are included. 0 points	/20
				TOTAL	/100