

**2026-2027 21st Century Instructional Initiatives Grants
GRANT APPLICATION GUIDELINES**

- 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 BCPS goals, The Education Foundation of BCPS’ mission, and the school’s progress plan, clear measurable objectives, and overall impact and potential for successful implementation. The 2026-2027 projects should address at least one of the following instructional focused 21st century themes:
Financial, Economic, Business, and Entrepreneurial Literacy
Health Literacy
Environmental Literacy
Civic Literacy
Arts and Culture
Global Awareness
Science, Technology, Engineering, and Mathematics
Projects must be conducted and supervised by BCPS professional personnel who work directly with students, including teachers, school counselors, media specialists, nurses, etc. Funds may not replace normal funding from tax-based sources. The proposal should describe a quantitative and/or qualitative method to evaluate the project's success. 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, including gift cards or food/beverages. If food is purchased for students, it must align with USDA health regulations.
- Application Deadline:** On or before **Tuesday, September 25, 2026**, by **5 p.m.**
- Notification of Recipients:** Recipients will receive an e-mail notification from The Foundation’s Programs and Allocations Committee on **Monday, October 19, 2026**, and a media release will be placed [on our Website](#) on **Monday, October 20, 2026**.
- 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 2026-2027 21st Century Instructional Initiatives Grants **Processing A Request To Disburse Funds From The Foundation Account**, (Page 5) using the form titled **Request for Reimbursement/ Disbursement from a Foundation Project Fund** (Page 6). Any unexpended funds will revert to the Education Foundation unrestricted fund at the conclusion of the project on **May 21, 2027**. **NOTE: Do not use personal credit cards or cash when making grant purchases.**
- Length of Project:** Projects should be implemented during the 2026-2027 school year with all projects completed **on or before May 21, 2027**, including the request to reimburse/disburse funds from The Foundation’s project account.

- 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 benefiting 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 of BCPS, Inc. BCPS curriculum and instruction and/or business services professionals may be consulted as part of the proposal review for the purpose of compliance and alignment.
- Initiative Summary:** A final project summary and storyboard with photos and grant highlights must be submitted to the Education Foundation by May 21, 2027. (A 21st Century Instructional Initiative grant storyboard template will be sent electronically to the grant recipient in the congratulatory e-mail notification.)
- A grant recipient who does not submit a summary and/or storyboard **will not** be eligible for future funding consideration until both have been received.

PROPOSED BUDGET

ITEM	DESCRIPTION	EXPENSE	SOURCE
TOTAL BUDGET ALL SOURCES		\$	

NOTE: Copies of all original invoices and proof of payments will need to be attached to the **Request for Reimbursement/ Disbursement from a Foundation Project Fund** (See Attached – Page 6) and the grant summary (pages 8 and 9), and returned to The Education Foundation of Baltimore County Public Schools, Inc., by the end of the 2025-2026 school year in which the initiative is implemented. All reimbursements need to be submitted **on or before May 21, 2027.**

Self-Checklist for Completion of Application

Project is appropriate for submission if the following questions can be answered in the affirmative:	YES	NO
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<ul style="list-style-type: none"> • Project addresses at least one or more of the instructional focused 21st century themes. 		
<ul style="list-style-type: none"> • Project meets the goals for academics in BCPS, The Foundation’s mission, and the school’s progress plan. 		
<ul style="list-style-type: none"> • Project has clearly defined, attainable educational outcomes that are measurable. 		
<ul style="list-style-type: none"> • Project has identified instructional methods/techniques and skills that are research-based and instructionally sound. 		
<ul style="list-style-type: none"> • Project has the potential to involve a large number of students with a long-term impact. 		
<ul style="list-style-type: none"> • Project plan of action and timeline is clearly stated with realistic attainable dates for completion. 		
<ul style="list-style-type: none"> • Project has a built-in evaluation component. 		
<ul style="list-style-type: none"> • Project includes a detailed budget with items and costs listed. 		

NOTE: See enclosed Rubric for Instructional Initiatives (Page 7).

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 on behalf of the school/office project:
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, playground equipment, etc.

A written **Request for Reimbursement/Disbursement of Project Funds** form must be prepared, signed by the appropriate authorized person(s) (*e.g., principal, school program plan team chair, project coordinator, or an office supervisor/director*), and forwarded with the original invoice and one (1) copy of the invoice order to:

The Education Foundation of Baltimore County Public Schools, Inc.
105 W. Chesapeake Avenue, Suite 401-402
Towson, Maryland 21204
ATTN: Ms. Cindy Whitcomb | Administrative/Fiscal Assistant

The Education Foundation generally disburses checks twice a month (the 15th and 30th). All requests should adhere to these dates to ensure that items purchased will be received when needed. All disbursement requests are subject to review and approval by the Education Foundation Executive Committee/Full Board.

NOTE: Do not use personal credit cards or cash to pay expenditures. Always use a tax-exempt card when making purchases, as the foundation will not reimburse for tax.

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/office** (*e.g., activity funds/procurement cards*) and subsequently submitted to the foundation for reimbursement. To request reimbursement, please following these steps:
 - 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 progress plan team chair, project coordinator, or an office supervisor/director*), and the attached receipts to:

The Education Foundation of Baltimore County Public Schools, Inc.
105 W. Chesapeake Avenue, Suite 401-402
Towson, Maryland 21204
ATTN: Ms. Cindy Whitcomb | Administrative/Fiscal Assistant

- c. Reimbursement requests will be processed by the foundation twice a month. Accordingly, receipts should be accumulated and submitted on or about the 1st or 15th of the month. Final disbursements are due May 21, 2027.

**2026-2027 21st Century Instructional Initiatives Grants
REQUEST FOR REIMBURSEMENT/DISBURSEMENT
FROM A FOUNDATION PROJECT FUND***

Name of Project	School/Office

Name of Preparer <i>(Type)</i>	Date	Phone Number	Email Address

Briefly State the Reason/Purpose for the Disbursement:

Amount requested \$__ Attach **original** receipts, invoices, quotes, purchase orders, etc. **Sales tax will not be reimbursed.**

Note: Final disbursements are due on or before May 21, 2027.

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

Name of Business/School/Office to be Paid

Phone Number

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Address of Business/School/Office to be Paid:

All requests for disbursement must be signed by at least **two** authorized individuals, **one** being the administrator/supervisor in charge. This document will be returned if not signed per request.

Name	Title	Signature	Date

Mail and/or send electronically to:

The Education Foundation of Baltimore County Public Schools, Inc.
105 Chesapeake Ave, Suite B-1
Towson, MD 21204
ATTN: Ms. Cindy Whitcomb, Administrative/Fiscal Assistant

FOUNDATION HEADQUARTERS USE ONLY

APPROVED BY:

NAME: _____ SIGNATURE: _____

DATE PAID: CHECK #: ACCOUNT #: AMOUNT

**21ST CENTURY INSTRUCTIONAL INITIATIVES GRANTS
RUBRIC FOR 2026-2027**

Key Criteria	4	3	2	1	Score
Need for Project 10 Points	States a need that addresses at least one of the instructional focused 21 st century themes. 7-10 points	States a need that somewhat addresses at least one of the instructional focused 21 st century themes. 3-6 points	Need stated does not address at least one of the instructional focused 21 st century themes. 1-2 points	No reference to need. 0 points	/10
Explanation of How Project Meets Goals 15 Points	Explanation is consistent with goals for academics in BCPS/Foundation's mission/school's progress plan. 11-15 points	Explanation is somewhat consistent with goals for academics in BCPS/Foundation's mission/school's progress plan. 5-10 points	Explanation does not address goals for academics in BCPS/Foundation's mission/school's progress plan. 1-4 points	Does not explain how goals for academics in BCPS/Foundation's mission/school's progress plan will be met. 0 points	/15
Major Objectives of the Project 20 Points	Objectives are clearly defined, attainable, and address the stated needs. Educational outcomes are stated and are measurable. 13-20 points	Objectives are defined and address the stated needs. Educational outcomes are stated. 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
Teaching Methods/ Techniques and Skills to Implement Project 20 Points	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. 13-20 points	Teaching methods/ techniques and skills are instructionally sound. Project supports goals for academics, strategic initiatives, and key actions, which <i>may</i> not be clearly stated and/or identified. 5-12 points	Teaching methods/ techniques and skills are identified. Project does not support goals for academics, strategic initiatives, and key actions. 1-4 points	Teaching methods/ techniques and skills are not identified and/or no goals for academics, strategic initiatives, and key actions are cited. 0 points	/20
Potential Impact on Students 10 Points	Project has the potential to involve a large number of students with a long-term impact. 7-10 points	Project has the potential to involve a large number of students with some impact. 3-6 points	Project will only impact a few students. 1-2 points	Project does not address potential impact on students. 0 points	/10
Plan of Action / Timeline 5 Points	Plan of action/timeline is clearly stated with realistic dates that are attainable. 4-5 points	Plan of action/timeline is clear with realistic dates that are attainable. 2-3 points	Plan of action/timeline is not clear or is not realistic for successful completion of project. 1 point	Plan of action/timeline is not included. 0 points	/5
Evaluation 10 Points	Evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included and specific evaluation activities are identified. 7-10 points	Evaluation component is built into the project. Methods for evaluating the effectiveness of the project are included. 3-6 points	Evaluation regarding the effectiveness of the project is not specific. 1-2 points	Evaluation is not addressed. 0 points	/10
Budget 10 Points	Detailed budget with items and costs listed. 7-10 points	Detailed budget with items listed and estimated costs on most items. 3-6 points	Budget provide but some items and/or costs incomplete. 1-2 points	Budget is not included. 0 points	/10
				TOTAL	/100

NOTE: To be eligible for future funding, all grant recipients are required to submit this project summary electronically and a Storyboard via email on or before May 21, 2027.

Submit your Storyboards to

Dr. Heather Wooldridge, hwooldridge@bcps.org

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite 401-402

Towson, Maryland 21204

443.809.8962