



In Partnership with

2026-2027 Putting Students First Grant GRANT APPLICATION GUIDELINES and EXPECTATIONS

Award Range: Up to \$1,000.00 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 need of supplies, resources, and opportunities/experiences to fulfill classroom needs and to impact students' educational readiness. The project funds should have a clear alignment with BCPS academic goals, The Education Foundation of Baltimore County Public Schools mission, and the school's progress plan, with clear measurable objectives, and overall impact and potential for successful use and/or implementation.

The 2026-2027 project funds should be used to support the student(s) served by the educator(s) within their classrooms/grade level/department and/or disciplinary area, organization/club, or schoolhouse.

Grant funds may be used to:

- Purchase classroom resources such as books to enhance classroom libraries or individual student literacy needs.
- Purchase basic but necessary materials and supplies to meet the academic, health and wellness, social-emotional, and/or therapeutic needs of a classroom or student(s).
- Purchase classroom resources such as audio visual/technology supplies to impact the delivery of instruction (must be aligned with the system's specifications).
- Plan a classroom opportunity/experience such as but not limited to field trips to enhance learning.
- Pursue innovative professional development or a new teaching initiative such as hosting a presenter or an assembly (must be aligned with the system's specifications).

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 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, including gift cards and food/beverages. If food is purchased for students, it must align with USDA health regulations, designated in the budget, and stated as such on the appropriate forms.

Application Deadline: September 25, 2026, on or before 5:00 p.m.

Notification of Recipients: Recipients will receive an e-mail notification from The Foundation's headquarters staff on **October 19, 2026**. A media release/Mission Moment blog post will be released on **October 20, 2026**, and on The Foundation's Web site notification <https://educationfoundationbcps.org> on **October 20, 2026**.

Awarding of Funds: Funds will be disbursed to the recipient(s) for project expenses according to standard Education Foundation practice as stated on the page titled 2026-2027 Putting Students First 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.



In Partnership with
2026-2027 Putting Students First Grant
GRANT APPLICATION GUIDELINES and EXPECTATIONS (Continued)

- 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 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 Projects 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. All applications will be scored by three experts in the field.
- Initiative Summary:** A final project summary and storyboard with photos and grant highlights must be submitted to the Education Foundation upon the conclusion of the initiative on or before **May 21, 2027**. (A Putting Students First 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 storyboard **will not** be eligible for future funding consideration until both have been received.



**In Partnership with
2026-2027 Putting Students First Grant
GRANT APPLICATION COVER SHEET***

Name of Principal or Supervisor:	E-mail Address:	Phone:
School/Office:	School/Office Address:	
City:	State:	Zip:
Name of Applicant/Project Coordinator: <i>(Must be BCPS professional personnel)</i>		E-mail Address:
Is this an individual proposal? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Is this a team proposal? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, list team members in the space provided.)</i>		
<hr/>		
<i>(Check one of the following)</i> <input type="checkbox"/> Grade Level <input type="checkbox"/> Department <input type="checkbox"/> Disciplinary Area <input type="checkbox"/> School Organization/Club		
<input type="checkbox"/> Schoolhouse		

Title of Proposed Project:	
Grant funds will be used to support the following: <i>(Check one or more of the following below:)</i>	
<input type="checkbox"/> Classroom Resources to Impact Literacy	<input type="checkbox"/> Basic Materials/Supplies <input type="checkbox"/> Academics
<input type="checkbox"/> Health/Wellness Social-Emotional Therapeutic	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Classroom Resources (AV/ Technology) to Impact the Delivery of Instruction	
<input type="checkbox"/> Classroom Opportunity/Experience	<input type="checkbox"/> Field Trip <input type="checkbox"/> Other: _____
<input type="checkbox"/> Innovative PD/Teaching Initiative Presenter	<input type="checkbox"/> Assembly <input type="checkbox"/> Other: _____
Anticipated Date of Implementation: _____	
Anticipated Date of Completion: _____	
Total funds required for project <i>(May include funds from other sources):</i>	\$ _____
Total funds requested from The Education Foundation of BCPS, Inc. for project:	\$ _____

***NOTE:** The application must be completed and submitted electronically on or before September 25, 2026, at 5 p.m. 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.
--



In Partnership with

**2026-2027 Putting Students First Grant
GRANT APPLICATION PROJECT DESCRIPTION**

DIRECTIONS:

Respond clearly and specifically to each of the statements/questions below, limiting to a maximum of two-typed (2) pages.

A rubric is attached for reference of assessment of the project.

1. Describe your selected project to support and the resources needed. (25 points)
2. Describe how your selected project addresses an identified need that is aligned with BCPS goals, The Education Foundation of Baltimore County Public Schools, *Contributing to a Brighter Future* and the school’s progress plans. (20 points)
3. Explain specifically who this project will impact the most and how. (25 points)
4. What is your measurable impact on the success of the project? (20 points)
5. Select, list, and describe the project resource(s) through the completion and submission of a proposed budget. (10 points) see budget form below:

**2026-2027 Putting Students First Grant
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 returned to The Education Foundation of Baltimore County Public Schools, Inc., by the end of the 2026-2027 school year in which the initiative is implemented. All reimbursements need to be submitted **on or before May 21, 2027**, to Ms. Cindy Whitcomb, Administrative/Fiscal Assistant – cwhitcomb@bcps.org

Self-Checklist for Completion of Application

Project application is appropriate for submission if the following questions can be answered in the affirmative:	YES	NO
• Project addresses at least one or more of the project support areas.		
• Project has clearly defined, attainable educational outcomes that are measurable specific to who, what, when, where, and how the resources will be utilized.		
• Project includes a detailed proposed budget with items, descriptors, expenses, and sources listed.		

NOTE: See enclosed Putting Students First Grant Rubric for the assessing of the grant. (Page 7)



In Partnership with

PROCESSING A REQUEST TO DISBURSE FUNDS FROM THE FOUNDATION ACCOUNT

The two ways that funds may be disbursed from the Education Foundation are as follows:

- Directly paid by the Education Foundation on behalf of the school/office project.
- Reimbursed to the school/organization for expenditures they have incurred and paid that relate directly to the Education Foundation project.

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 progress 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 Leadership 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.

Reimbursed to the School/Organization for Expenditures:

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 follow 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 approved 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



In Partnership with

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

**2026-2027 Putting Students First Grant
REQUEST FOR REIMBURSEMENT/DISBURSEMENT
FROM A FOUNDATION PROJECT FUND***

Name of Project	School/Office

Name of Preparer (Type)	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 221, 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

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 (Type)	Title	Signature	Date

Mail and/or send electronically to:

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

Foundation Headquarters Use Only:

Approved By:
Name: Dr. Heather Wooldridge Signature: _____

Date Paid: _____ Check #: _____

Account \$ _____ Amount: \$ _____

PUTTING STUDENTS FIRST GRANT | RUBRIC

Key Criteria	4	3	2	1	Score
Description of Selected Project and Resources Needed <i>25 Points</i>	Describes a need for the selected project to support, and the resources needed for implementation. 18-25 points	Describes a need that somewhat addresses the selected project to support, and the resources needed for implementation. 10-17 points	Does not describe a need that addresses the selected project to support, and the resources needed for implementation. 1-9 points	No reference to a need or resources needed for implementation. 0 points	/25
Explanation of How Project Addresses Identified Need with Alignment <i>20 Points</i>	Explanation is consistent with BCPS goals and aligned with the ED Foundation <i>Contributing to a Brighter Future</i> and the school's progress plan. 13-20 points	Explanation is somewhat consistent with BCPS goals and somewhat aligned with the ED Foundation <i>Contributing to a Brighter Future</i> and the school's progress plan. 5-12 points	Explanation is not consistent with BCPS goals nor aligned with the ED Foundation <i>Contributing to a Brighter Future</i> and the school's progress plan. 1-4 points	Does not explain how and is not consistent with BCPS goals in nor aligned with the ED Foundation <i>Contributing to a Brighter Future</i> and the school's progress plan. 0 points	/20
Impact of the Project and How? <i>25 Points</i>	Project has the potential to impact a large number of students academically and social-emotionally within the classroom/schoolhouse making an impact. 18-25 points	Project has the potential to impact a large number of students either academically or social-emotionally within the classroom/schoolhouse with some impact. 10-17 points	Project has the potential to impact a minimal number of students either, academically or social emotionally within the classroom/schoolhouse with little impact. 1-9 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	/25
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
Budget <i>10 Points</i>	Detailed budget with items, descriptors, and estimated costs listed. 7-10 points	Detailed budget with items listed and estimated costs on most items listed. 3-6 points	Budget provided but some items and/or costs incomplete. 1-2 points	Budget is not included. 0 points	/10
				TOTAL	/100

COMMENTS: