

**City of College Park**  
**FY 2024 Public School Education Grant Instructions – Tier 2 up to \$2,750**  
**(Deadline: Friday, October 13, 2023 5:00 pm)**

**PURPOSE AND ELIGIBILITY**

The purpose of the College Park Public School Education Grant program is to promote academic excellence in public schools that College Park students attend. The City of College Park believes that supporting our public schools strengthens the community and provides additional experiences for youth, which then supports our City’s future. The City provides each Education Advisory Committee (EAC) approved application grant of up to \$2,750 to neighborhood public schools educating the largest number of students living in the City of College Park. This is a non-competitive grant.

**GUIDELINES FOR GRANT APPLICATION**

1. Grant applications can be submitted on the form provided or on a separate document with responses numbered according to the grant application. Do not leave any portion unanswered.
2. Every grant proposal requires the signature of the school principal or other authorized official.
3. Following conclusion of activities under this grant, a final report must be submitted to the Director of Youth, Family and Senior Services by June 10, 2024 on the Final Grant Report form. Late grant reports may adversely affect future grant requests.

**WHAT THE GRANT COMMITTEE IS LOOKING FOR**

- Projects that support the City’ Strategic Plan Objective and Key Result #9:
  - Advocate for improving the quality of education and learning opportunities for our residents and community’s future.
- Projects that fulfill an educational need and support the education and academic achievement of students who attend eligible K-12 public schools.
- Application is written in a manner that portrays an overall professional presentation.

Each application is evaluated on a five-point scale (poor to excellent) in its explanation of three criteria. The criteria are: merits of the project, project achievability, and value for money.

**A. Merits of the Project** is defined as

- a. The project fulfills a genuine educational need.
- b. The project clearly states the educational outcomes, including one measurable outcome.
- c. The application explains how the project supports education and academic achievement.

**C. Project Achievability** is defined as

- a. The project is realistic and achievable.
- b. The defined roles of each staff member are clearly stated.

**D. Value for Money** is defined as

- a. The application clearly demonstrates what value/benefit the project provides for the financial investment.
- b. The application clearly details the expenditures and how the applicant arrived at that amount.

**APPLICATIONS**

1. All applications must be submitted in the prescribed format. Only one copy of the application is required.

2. Requested information may be provided on separate sheets as long as the separate sheets reference the appropriate section and question numbers.
3. Outcomes must be defined and at least one submitted goal is measurable.
4. Delineate in the budget narrative/justification the breakdown of expenses.
5. Collaboration with other organizations and availability of outside funding (from sources other than the City grant) is acceptable.
6. The City's hold harmless agreement is to be submitted with the grant application.
7. ***It is recommended that the application be proof-read before submission to ensure the application has a professional writing presentation.***
8. You may attach additional printed information, such as brochures, participant lists, volunteer lists.
9. Materials submitted with applications will not be returned.
10. If this program existed previously, it is helpful to provide history of prior effectiveness.

#### **APPLICATION SUBMITTAL**

All grant applications must be received by mail or electronically no later than **Friday, October 13, 2023** at 5:00 pm, addressed as follows:

Director of Youth, Family and Senior Services  
 City of College Park, MD  
 4912 Nantucket Road  
 College Park, Maryland 20740

or to Executive Assistant Latisha Moore at [lmoore@collegeparkmd.gov](mailto:lmoore@collegeparkmd.gov). If submitted electronically, the application and hold harmless agreement must include a scanned signature.

Questions should be directed to the Director of Youth, Family and Senior Services, c/o Latisha Moore, Executive Assistant [lmoore@collegeparkmd.gov](mailto:lmoore@collegeparkmd.gov) or by calling 240-487-3550 x1.

#### **SELECTION PROCESS**

This is a non-competitive grant. Successful proposals will adhere to application guidelines. The City's Education Advisory Committee ("EAC") reviews the submitted grant applications and evaluates each of the three criteria on a five-point scale. Following review and discussion, the Education Advisory Committee makes recommendations to the City Council for grant award.

The Mayor and Council's action to review the Education Advisory committee's recommendation will be in late fall/early winter 2023/24.

Applicants are notified of the results by the City's Youth, Family and Senior Services staff, following Council action. Prior to disbursement of funds, a hold harmless agreement must be submitted by the recipient. Actual checks will then be available.

Grant recipients are invited on alternate years to attend and accept the City's ceremonial check at a city council meeting. For FY24, the tier 2 grant awardees will be invited to a winter Council meeting. The Youth, Family and Senior Services department will confirm this date with grant recipients closer to the selected meeting.

## **GRANT ADMINISTRATION**

Following Council award, recipient schools will be contacted regarding their preference to receive a lump sum check from the City or if they prefer to submit invoices up to the award amount for the City to pay directly.

Activities covered under this FY2024 grant are expected to be concluded by June 10, 2024. If this deadline cannot be achieved, an extension request may be submitted by May 20, 2024 to Latisha Moore, Administrative Assistant for Youth, Family and Senior Services at [lmoore@collegeparkmd.gov](mailto:lmoore@collegeparkmd.gov). Grant awards not implemented within the fiscal year will lapse unless an extension has been granted.

## **FINAL GRANT REPORTS**

Following conclusion of activities under this grant, a final report must be submitted to the Director of Youth, Family and Senior Services by June 10, 2024 on the prescribed form. Failure to file grant reports will adversely affect future grant requests.

The final grant report should include the following information:

1. General information
2. Outline of the goals and objectives you set out to accomplish through your program and report outcomes
3. Describe the program activities conducted in order to achieve these objectives. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?
4. Did you meet your goals? If not, why not?
5. Budget comparison – compare budget to actual expenditures, explain any significant differences and provide documentation of expenses.

## **FY 2023 GRANT TIMETABLE**

Grant applications distributed	September 2023
Grant application submission deadline	Friday, October 13, 2023 5:00 pm
EAC recommendation to the City Council at City Council worksession	Late Fall/Early Winter 2023/24 TBD
Awards by City Council	Winter 2023/24 TBD
Conclusion of FY2024 grant activities, or submit request for extension by May 20, 2024	June 10, 2024
Final grant report due	June 10, 2024