

**City of College Park**  
**FY2024 Public School Education Grant Application**  
**(Deadline: Friday, October 13, 2023 5:00 pm)**  
**Non-Competitive Grant**  
**MAXIMUM AWARD AMOUNT = \$2,750 (Tier 2)**

**NOTE: A five-point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. Please proofread your application before submission to ensure the application has a professional writing presentation.**

**GENERAL INFORMATION:**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Program Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Contact Person E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

**Grant Request: \$ \_\_\_\_\_**

**Use of Grant Funds:** Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program     Expand Existing Program     Start New Program

**Included with Application is signed City of College Park Hold Harmless form**    Yes \_\_\_\_\_

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*We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.*

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name/School Principal

\_\_\_\_\_  
Printed Name/Title

**A. MERITS OF THE PROJECT (response rated on a five-point scale. For more information review grant criteria document).**

1. Describe how the project fulfills, supports and/or addresses a genuine educational need and the educational impact your project will have on students and/or the school community. More specifically, the grant should support the City’s Strategic Plan Objective and Key Result (OKR) #9:
  - a. Advocate for improving the quality of education and learning opportunities for our residents and community’s future.
2. It is acceptable for the application to maintain an existing project that was funded previously, as long as that program support the City’s goal as stated in OKR #9. If the program was previously funded, consider including information from the prior year’s results report about its success.
3. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.
4. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.

**B. PROJECT ACHIEVABILITY**

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates

**C. PROGRAM BUDGET**

**Income**

Grant request from City of College Park \_\_\_\_\_

Foundations, other grants \_\_\_\_\_

Public agencies \_\_\_\_\_

Corporations \_\_\_\_\_

Other receipts (describe: \_\_\_\_\_)

In-kind contributions (goods and services donated) \_\_\_\_\_

**TOTAL INCOME** \$ \_\_\_\_\_

**Expenses**

Personnel costs \_\_\_\_\_

Equipment purchases \_\_\_\_\_

Supplies \_\_\_\_\_

Transportation \_\_\_\_\_

Equipment rentals \_\_\_\_\_

Consulting fees \_\_\_\_\_

Other services (describe: \_\_\_\_\_)

Other expenses (describe: \_\_\_\_\_)

**TOTAL EXPENSES** \$ \_\_\_\_\_

**NET SURPLUS / (DEFICIT)** \$ \_\_\_\_\_

**D. BUDGET NARRATIVE:** Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

E. **TIMELY GRANT REPORT:**

1. Did you receive an FY2023 Public Education Grant from the City of College Park?  
 Yes       No
2. If Yes, did you file a final grant report for FY2023?  
 Yes       No

**\*\*\*\*\*If a final grant report has not been filed for FY2023, please contact Latisha Moore, Administrative Assistant for the city's Youth, Family and Senior Services Department at 240-487-3550x1 to obtain a form or send an e-mail to lmoore@collegetparkmd.gov.**