

City of Greenbelt

Advisory Committee on Education (ACE)

ACE GRANTS

Due November 10, 2020

The City of Greenbelt's Advisory Committee on Education (ACE) solicits applications for the ACE Grants Program from Greenbelt schools and their parent-teacher organizations. The ACE Grants are intended to enhance or enrich school-based activities. Some examples of Project Proposals will include supporting field trips, bringing an activity into the school, or purchasing equipment and materials for a special project. We also solicit Teacher Development Grants to support teachers to take classes, attend conferences or participate in other professional development programs. The grants are NOT intended to underwrite items that are normally supplied by the school system such as copier paper, etc. A post-grant report will also be required as noted below.

SPECIAL NOTES FOR THE 2020-2021 SCHOOL YEAR:

- Proposals must be submitted electronically; paper proposals will not be accepted this year. Each proposal requires three submissions:
 1. Fill in the online proposal form: <https://forms.gle/EqJFJdoLANMrP51X9>
 2. Email the 3-page typed grant description to greenbeltacegrants@gmail.com.
 3. The Principal should email an endorsement of the grant(s) to greenbeltacegrants@gmail.com. The email endorsement should list each of the grants by name and title. If the proposal is from the school's parent-teacher organization, the organization's President should also email an endorsement to the same address.
- Each proposal should discuss in the text whether the project can be done while school is virtual, while school is in person, or both. If PGCPs schools are still fully online in February 2021, the payment for projects which can only be done in person will be disbursed after school is back in person.
- Questions about the ACE grants program may be emailed to greenbeltacegrants@gmail.com.

The ACE grants for Project Proposals will be limited to a maximum of \$600 each; Teacher Development grant proposals are limited to a maximum of \$400. The total amount should be justified in your proposal and can be less than the maximum. Multiple proposals from the same school and/or parent-teacher organization are allowed, but each proposal during the current grant period should be unique and not related to another submitted proposal. Follow-on proposals to previously funded programs are allowed. The due date for completed applications is 5 PM on Tuesday, November 10, 2020. Late proposals will not be accepted or reviewed.

In this call, we solicit proposals for projects which begin no earlier than February 16, 2021 and finish no later than the end of the 2021 – 2022 school year. For items to be purchased, the end date should be the date by which all the money will be spent.

Six ACE core schools and their parent-teacher organizations are invited to apply: Greenbelt Elementary, Springhill Lake Elementary, Magnolia Elementary, Greenbelt Middle, Dora Kennedy French Immersion School and Eleanor Roosevelt High School. In accordance with ACE's charter, no other schools or organizations are eligible for ACE grants.

All proposals must be endorsed by email from the school Principal. Proposals from parent-teacher organizations should be endorsed by both the organization's President and by the school Principal. Proposals from teachers or the school administration must be endorsed by the Principal, and do not require the signature of the parent-teacher organization President. The Principal may send a single email endorsing multiple proposals; the email should list the proposals by proposer name and the title of the project.

If your project requires more than the \$600 maximum for ACE grants, you should identify where the remaining funding will come from. You are not allowed to split a project between two ACE grant proposals; the additional funding needed must come from some other source. We recommend that you include a letter of support or commitment from the external funding institution. However, if the external funding is from the school, parent-teacher organization funds or parental contributions, then the signature of the Principal and/or the organization's President shall be taken as a commitment of support.

In addition to Project grants, given proposals of sufficient merit, ACE intends to fund up to 5 Teacher Development Grants, at up to \$400 each. Teacher Development Grants will support registration fees, tuition and/or required course materials for teachers to take classes, attend conferences or participate in other professional development programs. The grants cannot be used to fund transportation or food, unless those are included in the registration fee. The development programs funded by the grants must take place between February 16, 2021 and June 15, 2022. Teacher Development Grants are available to teachers or other school staff at the six ACE core schools; they are not available to PTA members or anyone who is not employed by PGCPs. All Teacher Development Grant proposals must be endorsed by the school Principal. The Teacher Development Grants are limited to the direct costs of attendance in the program or \$400, whichever is lower.

Teacher Development Grant proposals should provide documentation about the program, and point to a website which shows the registration fees, tuition and/or course materials that will be funded by the program. The proposal should include a statement written by the teacher outlining the objectives of the program and explaining how it will positively impact that teacher's activities online or in the classroom.

All proposals should have a detailed and well-justified budget. Be clear exactly how the money will be spent. Insufficient detail in the budget is the most common reason why ACE grant proposals are turned down.

A proposal could be rejected without review if it is submitted late, if it is not properly endorsed by the deadline, if the project proposed begins before or ends after the allowed time period, or if the proposal is otherwise incomplete. Proposals that are found to be incomplete during the review might be rejected. Please ensure that you leave sufficient time before the deadline to get the Principal's endorsement.

Proposals must include a completed online form, emailed endorsement by the appropriate official(s) and an emailed type-written description of the grant request, no longer than three pages. Be sure to include the following points:

1. Purpose of grant request
2. Breakdown of expenses
3. Number and ages of students impacted; total school population
4. How long will project last, start and end dates
5. What facilities will be used and how frequently the activity will occur

6. Whether the project can be done virtually, in person, or both
7. Letters of endorsement from any partner organizations, if applicable. (Not subject to page limit.)

The proposals will be evaluated on the following criteria:

1. Intrinsic merit – Will the proposed project enhance or enrich school-based activities? Does it meet the criteria listed in the ACE grants call? Is the project described well?
2. Budget – Does the proposed budget contain sufficient detail to allow for evaluation? Is it realistic? Is the budget well justified?
3. Benefit to students – Will the program provide wide benefit to the students in the school, or will it just benefit a few students?
4. Compliance with proposal guidelines.

We have included a checklist at the end of the form. Please check that all requirements for the proposal have been met. We recommend that first-time proposers have their proposal reviewed by a previously-successful ACE grant applicant prior to submission.

Short descriptions of proposals selected for funding in previous years are listed on the ACE website. Go to <http://www.greenbeltmd.gov/>, click on Government → Boards & Committees → Advisory Committee on Education → ACE Grants Program, or go directly to: <https://www.greenbeltmd.gov/government/boards-committees/advisory-committee-on-education/ace-grant-program>.

Grant recipients will be required to submit a type-written description of the outcome of the grant within 45 days of the completion of the project. This will be necessary if you are to apply for any future grants. This final report should include the following points:

1. Breakdown of how grant monies were spent
2. Number and ages of students impacted
3. Assessment of success of project. Please provide examples of impact.

Both ACE and the Greenbelt City Council are subject to the Maryland Open Meetings Act. ACE's recommendations to Council about the grants and Council's actions on the grants are public documents available through the City's website. Therefore, proposals and final reports will not be kept confidential and should not include any proprietary or confidential information. For example, it is not normally necessary to include names of students or other personal information in the proposals or reports, but if you do so, please ensure that you have a publicity release on file for the student.

The City of Greenbelt Advisory Committee on Education serves as a liaison between the community and the City Council, addressing education issues and promoting high quality schools for the people of Greenbelt. ACE was formed in 1994 and its charter was revised in 2007. ACE works with the City Council, school Principals and their parent-teacher organizations to address education issues and policies that affect the people of Greenbelt. In addition to this grants program, ACE gives Outstanding Educator and Outstanding Student Awards each year.

Proposals must be submitted no later than 5 PM on Tuesday, November 10, 2020. All application materials and supporting endorsements must be received by the deadline.