

City of Gaithersburg

FY18 School Based Nonprofit Youth Grant Application

Instruction Sheet

Applications due: Friday, February 17, 2017 by 4 p.m.

Established by the Mayor and City Council, the Educational Enrichment Committee (EEC) assists in meeting the diverse educational needs of students in the City of Gaithersburg through the supplemental funding of school program initiatives. Made up of education professionals, business community representatives, PTA and cluster volunteers, interested civic minded citizens and City staff, the EEC recommends program funding to the Mayor and City Council each fiscal year. The Committee reviews grant applications for both the annual School Grant Program and the School Based Nonprofit Youth Grant Program.

General Overview

1. Eligibility Requirements

Nonprofit 501(c)(3) agencies providing school based youth programming in middle or high schools with 10% or more City of Gaithersburg residents are eligible to apply. All programs must be conducted with school approval and in collaboration with the host school. Participation in the City of Gaithersburg Youth Opportunities Coalition is required.

2. Program Goals & Mission

The primary goal of the City of Gaithersburg Educational Enrichment Committee grant programs is to support the implementation of improved educational processes and student development programs that have measurable results and support these key strategies:

- Promotion of academic enrichment for students;
- Promotion of positive school environments that are conducive to learning;
- Promotion of parent and community involvement in the schools; and
- Promotion of mentoring and student support programs that enhance student well-being.

3. Application Deadline

A completed application, which may be filled electronically, must be submitted and received by **4 p.m., Friday, February 17, 2017**, along with 15 stapled copies. *A separate application is required for each grant request.*

Hand deliver to: Maureen Herndon, Community Services (office is located in the Wells/Robertson House on the grounds of the City Hall parking lot)
1 Wells Ave.
Gaithersburg, MD 20877

Mail to: Maureen Herndon, Community Services
City of Gaithersburg
31 South Summit Ave.
Gaithersburg, MD 20877

4. Contacts

Maureen Herndon – 301-258-6395 x1, mherndon@gaithersburgmd.gov

Shanthi Srinivasachar – 301-258-6395 x3, ssrinivasachar@gaithersburgmd.gov

5. Application Completion Requirements and Submission:

The application and budget form are available online at www.gaithersburgmd.gov/services/community-services. Click on the School Based Nonprofit Youth Grant Program. The application, inclusive of budget, is fillable. You must use Adobe 7 or newer in order to open it. Once you fill out the application, you must save it before you will be able to print it. An original signed copy and 15 stapled hard copies of the application, inclusive of budget, must be submitted to the Community Services Division. An additional copy with attachments should be submitted via a USB drive. A separate application is required for each grant program request.

6. Application Review

Once a completed grant application has been received by the required deadline, the EEC will review it for accuracy and completeness. The requestor will be contacted to clarify any questions about the application prior to the Committee's recommendation to the Mayor and City Council. The Committee will convene in March to rank each application using a systematic scoring process. The Committee's recommendations are subject to final approval by the Mayor and City Council. Applicants are welcome to attend the Budget Public Hearings and Work Sessions, which provide an opportunity for the general public to comment on spending allocations. The budget schedule is available on the City's website at www.gaithersburgmd.gov.

7. Scoring Categories

All completed grant applications will be scored by the EEC in the following categories:

- Clear program description including program's mission and goals (20)
- Measurable program outcomes (25)
- Curriculum 2.0 and overall school plan and initiatives (10)
- Outputs, financial Information, fiscal partners and budget (20)

8. Funding Approval

In June 2017, formal funding notification letters will be sent following the adoption of the FY18 budget. FY18 Contracts and Outcomes Report Forms will also be sent. The Executive Director will need to return the two signed and witnessed copies of the contracts. Periodic invoicing and reporting will be stipulated in the contract.

9. Grantee Responsibilities

Grant recipients must acknowledge the support of the City of Gaithersburg in any publicity, printed materials or announcements concerning the funded program. Recipients agree to allow the EEC to share any program related information with other schools in an effort to promote "best practices."