



City of Hyattsville

Education Enrichment Grants Program

The City of Hyattsville's Education Enrichment Grants Program is one of the ways the City is working to support our community's public schools, students and families. **Grants of up to \$500 are available to fund activities that enhance or enrich the opportunities and education of students.** Examples include, but are not limited to, guest speakers, field trips and materials for a special project. Grants are not intended to fund items that are normally provided by Prince George's County Public Schools, such as copier paper, staffing, etc. Past recipients include projects expanding STEM learning, cultural sensitivity and inclusivity, and other forms of academic and student development.

Eligibility: The grant program is open to public elementary, middle and high schools that have boundaries that include any or all of the City of Hyattsville. Those schools include (a) Bladensburg High, (b) Northwestern Evening High, (c) Northwestern High, (d) Hyattsville Middle, (e) Nicholas Orem Middle, (f) William Wirt Middle, (g) Felegy Elementary, (h) Hyattsville Elementary, (i) Rogers Heights Elementary, (j) Rosa Parks Elementary, and (k) University Park Elementary.

APPLICATION INSTRUCTIONS AND REQUIREMENTS

Please review the following instructions carefully. Failure to follow the application instructions may result in the rejection of an application.

Applications are welcome from eligible schools and school principals, teachers, staff, students, community members and parent-teacher organizations are eligible to apply. There is no limit to the number of applications schools and organizations may submit, but all applications must be independent of each other (i.e., a school cannot submit two \$500 applications for the same project).

Application Form Requirement: Proposals must include a completed Application Form signed by the appropriate official(s). The application form can be located on page 4 of this package.

Grant Description Requirement: Grant descriptions must be type-written, are limited to 3 pages and should use Times New Roman 12-pt. Descriptions must include the following sections:

1. Description of Grant Request
2. Target Population
3. Location of the Project
4. Project Timeline
5. Detailed Budget Plan

Priority considerations are given to applications that meet one or more of the following:

- impact large groups of students,
- build ties within the community (for example, between schools and businesses),
- integrate the arts,
- target low-income (Title 1),
- target limited English proficiency (LEP), and/or
- target special education needs.



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Activity/Purchase Timeline Requirement: Applications should cover activities or purchases that will take place between February 4, 2020 and the end of the 2019-2020 school year. Applicants should provide an explanation/justification for any deviations from this timeline.

Budget Plan Requirement: Grants are limited to a maximum of \$500 each but can be less than the maximum. The total amount should be justified in your application. *Applications must include a detailed budget plan. Applications that include additional funding sources should indicate the source of funding or contributions. It is recommended that a letter of support or commitment from the external funding source be included.* If the external funding is from the school or parent-teacher organization, this should be indicated, and the signature of the principal or the organization's president shall be taken as a commitment of support.

Letters of Endorsement (Optional): Letters of endorsement from any partner organizations are limited to one page.

Signed Applications Requirement: All applications must be signed by the school principal. Applications from organizations must also be signed by the organization's president. Proposals that the Principal is unable or unwilling to sign should include a statement explaining why the Principal would not sign; however, ***proposals that use school facilities or involve teachers will not be funded without the Principal's endorsement.***

Post-Grant Reporting Requirement: Awardees are required to submit a post-grant report documenting expenditures and project completion by July 1, 2020. Failure to submit the post-grant report on time could result in a school or organization being ineligible for future grants. The post-grant report shall include (1) an account of monies spent, including receipts, (2) description of target population reached (e.g., number and age), and (3) an assessment of the project and its effects. Photos are also encouraged, but not required. Any unspent money must be returned to the City of Hyattsville by July 1, 2020.

Please be aware that all materials provided in the application or post-grant report become public documents and may be used by the City for promotional and other purposes.

EVALUATION AND AWARD PROCESS—The City of Hyattsville Education Advisory Committee (EAC) members will review all complete applications and make award recommendations to the City Council. The City Council will make the final selections of the grant recipients during a February Council Meeting. **The winners will be notified by February 4, 2020 and funding will be disbursed by the City.**

Failure to follow the application instructions may result in the rejection of an application. Available funding may limit the number of awards. *The EAC reserves the right to reject any application at its own discretion.*

DEADLINE: Complete applications are due by 5 p.m. on December 20, 2019.



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Please Submit Grant Applications by Email or Mail to—

Brayan Perez
bperez@hyattsville.org
3rd Floor
4310 Gallatin Street
Hyattsville, MD, 20781

Hand-delivered applications should be brought to the third floor of 4310 Gallatin Street during regular business hours. Do not leave the application in any other City office.

QUESTIONS: Questions about the Grants Program should be submitted to Brayan Perez at bperez@hyattsville.org.



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Education Enrichment Grant Application

Due date: December 20, 2019.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name:

Position:

School:

Email Address:

Phone Numbers:

Amount Requested:

Check Should be Payable To:

Project Start Date:

Project End Date:

Not before Feb. 4, 2020

Not after July 1, 2020

Reminder: A final report will be due July 1, 2020.

SECTION 2 – SIGNATURES

Principal's Signature:

Date:

Principal's Printed Name:

Applicant's Signature:

Date:

Applicant's Printed Name:

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project:

Please attach a typed description of the grant request (three-page limit).
