February 3, 2015

Congratulations to Dundalk Middle School

It is an honor and privilege to send this congratulatory letter to Dundalk Middle School for being the recipient of the ***Team BCPS Clean Green: 15 Litter Challenge***, Grand Prize and Presenting Sponsorship in the amount of $4,000.00. At the end of the 2013-2014 school year Baltimore County Public Schools partnered with Baltimore County Executive Kevin Kamenetz and the Baltimore County Department of Environmental Protection and Sustainability to host ***Team BCPS Clean Green:15 Litter Challenge***. The Education Foundation of Baltimore County Public Schools, Inc. solicited the community to obtain sponsorships in order to award the winning schools funding to continue their efforts. Through your active participation, you made a real difference in your school community by participating in this exciting hands-on project. Along with educating your students and the school community about litter and including your civic and community groups, you have recorded your litter clean-ups. Outstanding work and again, *congratulations!*

As a winning school, you have been awarded the opportunity to further your environmental work by selecting and conducting your own school-based innovative 21st Century Instructional Initiative Grant that addresses the 21st century theme of ***Environmental Literacy.*** It is time to select your project or continue with your previous ***Team BCPS Clean Green: 15 Liter Challenge*.** What will it be? Maybe a reading garden or rain garden, planting trees, diverting downspouts or another education project that will extend and enhance you previous environmental work or another focus. The choice is one for you and your school to decide upon. Take lots of photos to submit to the Education Foundation with your summary in June. Dundalk Middle School will be honored and recognized for your work at our Celebrating Excellence Breakfast on May 13, 2015 at Padonia Park; additional information forthcoming.

Therefore, as a recipient of the Grant Prize and Presenting Sponsorship in the amount of $4,000.00, please read, review and complete the ***Team BCPS Clean Green: 15 Litter Challenge*** application guidelines, meeting the criteria and expectations, and deadlines. Please submit to:

The Education Foundation of Baltimore County Public Schools, Inc.

ATTN: Deborah Phelps, Director

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

Or

E-mail to: [dphelps@bcps.org](mailto:dphelps@bcps.org)

Contributing to a Brighter, Environmentally Sound Future,

Deborah S. Phelps

Deborah S. Phelps

Director

**Team BCPS Clean Green: 15 Litter Challenge**

**APPLICATION GUIDELINES**

*Read carefully to fully understand guidelines and expectations***.**

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| **Award Range:** | Identified amount of grant or STEM Training is identified in the cover letter. |
| **Key Criteria for**  **Projects:** | Review and award of projects conducted by the schools were based on the school communities participating and recording the most 15-minute litter clean-ups, including all sorts of groups who choose to designate a particular school to receive credit. This groups could include civic or community groups, scout troops, sports teams, faith groups, youth groups, businesses, environmental organization and others. All school-based instructional projects emphasized the theme of environmental literacy.  Grant implementation must be conducted and supervised by BCPS professional personnel who work directly with students, including teachers, school counselors, media specialist, nurses, etc. Projects must address an identified need that is aligned with BCPS goals for academics, strategic initiatives and key actions as stated in the BCPS *Blueprint 2.0*: *Our Way Forward* and the School Improvement Plan. Funds may not replace normal funding from tax-based sources. The proposal should describe a quantitative and/or qualitative method to evaluate the success of the project. Funds may cover travel, participation in events/activities, consulting fees, and speaker honorariums. Funds may not cover personnel or any related expenses for BCPS staff. |
| **Application Deadline:** | On or before **Friday, February 27, 2015** |
| **Awarding of Funding:** | Funds will be disbursed to the school/organization for project expenses according to standard Education Foundation practice as stated on the page titled **Processing A Request To Disburse Funds From The Foundation Account w**ith use of the form titled **Request for Reimbursement/ Disbursement from a Foundation Project Fund**. Any unexpended funds will revert to the Education Foundation unrestricted fund at the conclusion of the project. |
| **Length of Project:** | Projects should be implemented during the 2014-2015 school year with all projects to be completed **on or before June 5, 2015**. |
| **Applicant Eligibility:** | Applicants must be BCPS professional personnel. In the case of team-based proposals, a project coordinator must be designated to assume overall administrative responsibility for the instructional initiative grant application, submission of disbursement requests, and any other requested information or reports. Simultaneous funding of projects from the same applicant or benefitting the same classroom, department, or team will not occur. |
| **Initiative Summary:** | A project summary is due to the Education Foundation upon the conclusion of the initiative no later than **June 30, 2015**. |

**Team BCPS Clean Green: 15 Litter Challenge**

**APPLICATION COVER SHEET\***

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| Name of Principal or Supervisor :       E-mail address:  School/Office:       Phone:  Name of Applicant/Project Coordinator:       E-mail address:  (*Must be BCPS professional personnel)*  Is this a team proposal?  No  Yes *(If yes, list team members)*   |  | | --- | |  | |

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| Title of Proposed Project:  Core Subject(s)*: (May check more than one)*  English, Reading and Language Arts  History and Culture Studies  Government and Civics  Arts  Mathematics and Economics  Science and Geography  World Languages, Early Grades through Grade 12  Project aligns with the BCPS *Blueprint 2.0: Our Way Forward* and School Improvement Plan and addresses the following instructional focused 21st century theme(s): *(May check more than one)*  Financial, Economic, Business and Entrepreneurial Literacy  **√ Environmental Literacy**  Arts & Culture  Science, Technology, Engineering, and Mathematics (STEM)  Health Literacy  Anticipated Date of Implementation:  Anticipated Date of Completion:  Total funds required for project *(May include funds from other sources):* $  Total funds requested from The Education Foundation of BCPS, Inc. for project: $ |

\*NOTE: *Application must be completed and submitted electronically.*

Foundation Headquarters Use Only:

Date Received:

**Team BCPS Clean Green: 15 Litter Challenge**

**APPLICATION PROJECT DESCRIPTION**

**DIRECTIONS: Respond clearly and specifically to each of the statements/questions below, limiting to a maximum of two (2) typed pages. Do not include the name of your school, administrator and/or teacher in this application project description.**

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| Title of Proposed Project:       Grade Level  Core Subject(s)*: (May check more than one)*  English, Reading and Language Arts  History and Culture Studies  Government and Civics  Arts  Mathematics and Economics  Science and Geography  World Languages, Early Grades through Grade 12 Project aligns with the BCPS *Blueprint 2.0: Our Way Forward* and School Improvement Plan and addresses the following instructional focused 21st century theme – Environmental Literacy:  Financial, Economic, Business and Entrepreneurial Literacy  **√ Environmental Literacy**  Arts & Culture  Science, Technology, Engineering, and Mathematics (STEM)  Health Literacy  Implementation Date:       Evaluation Date:       Total Amount of Request:       Date of Proposal: |

1. Briefly describe this project and how it will address at least one of the instructional focused 21st century themes. **Environmental Literacy** *(10 points)*
2. Explain how this project meets the goals for academics as stated in the BCPS *Blueprint 2.0: Our Way Forward*  and your School Improvement Plan? *(15 points)*
3. What are the clearly defined, obtainable educational outcomes that are measurable of this project and what are the needs it will meet? *(20 points)*
4. Identify and explain the research based instructional methods/techniques and skills that will be implemented through this project. (Learning and Innovation Skills, Information, Media and Technology skills and/or Life and Career Skills). Be specific. *(20 points)*
5. What grade level(s) and core subject area(s) will be addressed by this project? Approximately how many students will benefit? What is the potential impact on students and is there a possibility for expansion of this project to other grade levels and/or schools?  *(10 points)*
6. List the plan of action including a chronological timeline for strategic initiatives and key actions in the preparation and implementation of this project. Include: completed lesson plan(s), communication tools and techniques for community outreach, multi-media presentations, ordering/receipting of materials, classroom implementation, evaluation tools and significant dates, etc. *(5 points)*
7. How will you evaluate whether the objectives for this project have been achieved? *(10 points)*

*Note: A written project evaluation is required at the completion of the project.*

1. Identify your detailed budget request for this project in order of priority. Include specific information on materials of instruction, equipment, services, and any other fees, charges and/or payments. If applicable, list funds/resources that will be required to implement this project beyond this grant request. Identify the anticipated source of funds for each expense. Please list **Grant** in the source column for expenses to be covered by receipt of this Education Foundation award. *(10 points)*

**Team BCPS Clean Green: 15 Litter Challenge**

**Proposed Budget \*\***

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| **ITEM** | **DESCRIPTION** | **EXPENSE** | **SOURCE** |
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| **TOTAL BUDGET**  **ALL SOURCES** | | $ |  |

\*\*NOTE: *Copies of all invoices and proof of payments will need to be attached to a written evaluation and returned to The Education Foundation of Baltimore County Public Schools, Inc by the end of the 2014-2015 school year in which the initiative is implemented. (On or before June 30, 2015)*

**Send Electronically To:** Ms. Deborah Phelps, Director[dphelps@bcps.org](mailto:dphelps@bcps.org)

**Self Checklist for Completion of Application\*\*\***

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| * Project is appropriate for submission if the following questions can be answered in the affirmative | **YES** | **NO** |
| * Project addresses at least one of the instructional focused 21st century themes **ENVIRONMENTAL LITERACY** |  |  |
| * Project meets the goals for academics as stated in the *BCPS Blueprint 2.0: Our Way Forward*/School Improvement Plan |  |  |
| * Project has clearly defined, attainable educational outcomes that are measurable |  |  |
| * Project has identified instructional methods/techniques and skills that are research based and instructionally sound |  |  |
| * Project has the potential to involve a large number of students with a long-term impact |  |  |
| * Project plan of action and timeline is clearly stated with realistic attainable dates for completion |  |  |
| * Project has a built in evaluation component |  |  |
| * Project includes a detailed budget with items and costs listed |  |  |

**PROCESSING A REQUEST TO DISBURSE FUNDS FROM**

**THE FOUNDATION ACCOUNT**

**Team BCPS Clean Green: 15 Litter Challenge**

There are two ways that funds may be disbursed from the Education Foundation. One involves the foundation paying for something directly on behalf of the school or project. The other involves the Education Foundation reimbursing the school or project for expenditures they have incurred and paid that relate directly to the Education Foundation project.

1. Directly Paid by the Education Foundation

Certain types of expenditures may be paid directly by the Education Foundation from the project funds. These include large dollar expenditures such as scholarships, technology, playgrounds, etc.

A written **Request for Reimbursement/Disbursement of Project Funds** form should be prepared, signed by the appropriate authorized person(s) *(e.g. Principal, School Improvement Team chair, project coordinator),* and forwarded with the original and one (1) copy of the invoice or order to:

Ms. Deborah Phelps, Director

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

The Education Foundation generally disburses checks twice a month. All disbursement requests are subject to review and approval by the Education Foundation Executive Board/Full Board. All requests should take this into consideration to ensure that items will be received when needed.

1. Reimbursed to the School or Organization

Invoices or orders from schools for less than $1,000 should not be sent directly to the Education Foundation to be paid. Small invoices *(less than $1,000)* should be paid directly by the school *(e.g. Activity Funds)* or organization, and subsequently submitted to the Foundation for reimbursement monthly. To request reimbursement do the following:

1. Accumulate receipts and prepare a written **Request for Reimbursement/Disbursement of Project Funds** form that describes each receipt, a description of what was purchased, the amount, the vendor, the total of the reimbursement request, how it is consistent with the goals for academics/objectives of the Education Foundation project, and the Education Foundation project it applies to.
2. Forward the request, signed by the appropriate authorized person(s) *(e.g. Principal, School Improvement Team chair, project coordinator)*, and the attached receipts to:

Ms. Deborah Phelps, Director

The Education Foundation of Baltimore County Public Schools, Inc.

105 W. Chesapeake Avenue, Suite B-1

Towson, Maryland 21204

1. Reimbursement requests will be processed by the Foundation twice each month. Accordingly, receipts should be accumulated and submitted on or about the 1st or 15th of the month.

**Request for Reimbursement/Disbursement**

**from a Foundation Project Fund**

**Name of Preparer  Date Phone Number Email Address**

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**Name of Project School/Office**

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**Briefly State the Reason/Purpose for the Disbursement:**

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Amount requested $      Attach **original** receipts, invoices, quotes, purchase orders, etc.

To be paid to *(Note: A separate disbursement form must be completed and submitted for each payee):*

**Name of Business or School to be Paid** **Phone Number**

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**Address of Business/School to be Paid**

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*All requests for disbursement must be signed by at least two authorized individuals*:

**Name  Title Signature Date**

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**Mail to:** Ms. Deborah Phelps, Director

The Education Foundation of Baltimore County Public Schools, Inc.

105 Chesapeake Ave, Suite B-1

Towson, MD 21204

*(Note: Original invoice/receipts/quotes must be attached)*

**Foundation Headquarters use only:**

**Approved by:**

Name: Signature:

Date Paid: Check #: Account #: Amount $