



City of Hyattsville 2023 Education Enrichment Grant Program

The City of Hyattsville's Education Enrichment Grant Program is an annual grant opportunity in support of Hyattsville's public schools, students, and community. **Grants of up to \$500 are available to fund programming and activities that enhance and enrich student opportunities and education.** Past grant recipients have expanded STEM learning, promoted cultural sensitivity and inclusivity, and supported academic and student development.

Special notice for the 2023 grant period: Due to the ongoing COVID-19 pandemic, please use your discretion for in-person activities and events. Suggested safe alternatives include, but are not limited to, virtual guest speakers, online programming, and materials for special at-home student projects. If you do propose any in-person programming, including in-person pick up of materials or drive through events, please indicate in the application how staff, students, volunteers, and community members will be adequately protected from virus exposure. Grants are not intended to fund items that are normally provided by Prince George's County Public Schools, such as copier paper, staffing, etc.

Eligibility: The grant program is open to public elementary, middle, and high schools that have attendance boundaries within the City of Hyattsville. Those schools include Bladensburg High, Northwestern Evening High, Northwestern High, Hyattsville Middle, Nicholas Orem Middle, William Wirt Middle, Felegy Elementary, Hyattsville Elementary, Rogers Heights Elementary, Rosa Parks Elementary, and University Park Elementary.

APPLICATION INSTRUCTIONS AND REQUIREMENTS

Review instructions carefully as failure to follow 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. There is no limit to the number of applications schools and organizations may submit, but all projects must be independent of each other (i.e., a school cannot submit two \$500 applications for the same project).

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

1. Application Cover Letter Signed by Appropriate Official(s)
2. Description of Grant Request
3. Target Population
4. Location of the Project *if applicable*
5. Project Timeline
6. Detailed Budget Plan
7. COVID-19 safety measures *if applicable*

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

- Impacts a large number of students
- Builds ties within the community (for example, between schools and businesses)
- Integrates the arts
- Targets low-income (Title 1), limited English proficiency (LEP), and/or special education needs

Activity/Purchase Timeline Requirement: Applications should cover activities or purchases that will take place between January 2023 and the end of the 2022-23 school year. Applicants should provide an explanation/justification for any deviations from this timeline.



City of Hyattsville 2023 Education Enrichment Grant Program

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 the 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 external funding is from the school or a parent-teacher organization, a signature from the principal or president's organization is required as a commitment of support.

Signed Application Requirement: All applications **must** be signed by the school principal or organization's president. Proposals that the principal or organization president is unable or unwilling to sign should include a statement explaining why. **Please note that proposals that use school facilities or involve teachers will not be funded without the principal's endorsement.**

Additional Documentation: **Any proposed in-person activity event must include documentation of approval of the project from a Prince George's County Public School Representative.** Letters of endorsement from partner organizations may also be included and are limited to one page each.

Post-Grant Reporting Requirement: Awardees are required to submit a post-grant report documenting expenditures and project completion by **July 3, 2023**. 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 an account of monies spent (i.e., receipts), description of target population reached (e.g., number and age), and an assessment of the project and its effects. Photos are also encouraged, but not required. Any unspent funds must be returned to the City of Hyattsville by **June 19, 2023**.

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 Hyattsville Education Advisory Committee (EAC) will review completed applications and make award recommendations to the City Council. City Council will make final selections of the grant recipients during a January Council Meeting. Winners will then be notified by the end of January 2023, 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.

DEADLINE: Complete applications are due by **5 p.m. on January 5, 2023**.

Please submit applications by email to jlizama@hyattsville.org or mail to –
Jackeline Lizama
4310 Gallatin Street
Hyattsville, MD 20781

QUESTIONS: Question about the grant program should be submitted to Jackeline Lizama @ jlizama@hyattsville.org



City of Hyattsville
2023 Education Enrichment Grant Program

City of Hyattsville
2023-24 Education Enrichment Grant Application

Due date: January 5, 2023
Late proposals will not be accepted

SECTION 1 – APPLICANT INFORMATION

Name: Tanya Machuca

Position: Community School coordinator

School: Hyattsville Middle School

Email Address: [REDACTED]@[REDACTED].[REDACTED]

Phone Numbers: [REDACTED] [REDACTED] [REDACTED]

Amount Requested: \$500

Check Should be Payable To: Hyattsville Middle School

Project Start Date: March 2023 Project End Date: May 2023
Not before January 2023 Not after July 1, 2023

Reminder: A final report is due by July 3, 2023

SECTION 2 – SIGNATURES

Principal's Signature: Charita Stamer Date: 1/5/23

Principal's Printed Name: Charita Stamer

Applicant's Signature: Tanya Machuca Date: 1/5/2023

Applicant's Printed Name: Tanya Machuca

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Extended Learning Opportunity Program Incentives

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