



**MONTGOMERY COUNTY ALLIANCE OF BLACK SCHOOL EDUCATORS**

**Enabling Student Success - Supporting Academic Intervention - Closing the Achievement Gap  
School Based Mini Grant Guidelines**

The Montgomery County Alliance of Black School Educators (MCABSE) is a nonprofit organization. The primary goal of MCABSE is to promote, facilitate and improve the academic performance and achievement of all students, especially those of African descent. Funds are made available to MCPS schools to assist staff in accomplishing these goals. School-based staff may apply for an MCABSE mini grant with the support and approval of the principal. Awarded funds are to be used for programs that enable student success, provide academic intervention, and assist in closing the achievement gap. **The deadline to apply is March 1, 2016.** The application is interactive and must be completed within the allotted space. **Send completed application to MCABSE c/o Mr. John Robertson at P. O. Box 1775, Germantown, MD, 20875 on or before the deadline.** Each mini grant is for a **maximum of \$1,000**. The number of awards will be based on available funds. All completed applications will be reviewed and should include the following:

**I. Specific areas of need, with a focus on at least two of the following:**

- Academic Intervention (programs that support academic achievement and/or eligibility)
- Parent and Community Engagement (programs that support and address social emotional needs of students)
- College Readiness (programs that increase readiness and success on standardized exams such as test preparation and support)

**II. Demographics and performance data**

- Demographics of school and targeted population served by grant
- Data related to student performance on standardized test and/or academic achievement (GPA)

**III. Complete application and proposal that includes the following information:**

- Data and goals for the grant as well as the demographics of the population to be served
- School staff and/or community volunteers to implement the grant activities
- Timeline that includes dates and hours of service to students
- Budget with a list of specific costs
- Outline of the success of the program/project will be evaluated

**End-of-Year Report**

Grant awardees will be required to submit a final report at the completion of the activity, or no later than June 29th of the grant year. All expenditures (along with a copy of all receipts) and specific use of funds must be identified and submitted with the final report. The final report must include the following information:

- Program's title, work location, and the name(s) of the grant writer/coordinator.
- Description of the program, number of students served, outcomes, and appropriate data.
- Signatures from grant writer/coordinator and principal.

**Note:** All *typed* applications must be approved and signed by the principal. Notification of award will be made to the principal within five weeks of the closing date. Grant funds will be awarded to school for distribution. Funds may be used to pay staff members at \$25.00 an hour (budget \$27.00 an hour to include employee benefits) and miscellaneous costs such as postage for invitations, instructional materials, or certificates of participation. Funds cannot be used for equipment or software. No more than 5% of grant can be used to purchase snacks.

**MCABSE**  
**P. O. Box 1775**  
**Germantown, MD 20875**

**All applications must be typed.** Handwritten applications will not be reviewed. Please refer to the attached guidelines for deadlines and detailed information.

School: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Principal: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant/Grant Manager : \_\_\_\_\_ Telephone: \_\_\_\_\_

Check 2 Areas of Focus for this Grant: \_\_\_\_\_  
Last First  
\_\_\_\_\_ Academic Interventions \_\_\_\_\_ Community/Parent Involvement \_\_\_\_\_ Test Prep and Support

**Program Proposal**

**Program Description and Rationale** (See the attached page for instructions)

**Activity and Management Plans** (Provide a description and time line of planned activities such as recruiting/screening participants, conducting parent outreach, selecting, training, and supervising staff and volunteers)

**Evaluation Plan** (Explain how success of the project will be measured; who will evaluate the project; what kind of data will be analyzed to assess goal attainment, and how results of the project will be shared with MCABSE.)

**Potential Source of Funding to Continue Program** (Describe the steps you will take to secure additional funding to sustain the project if successful.)

**Budget (not to exceed \$1,000)**

**Stipends @ \$27.00 per hour** .....\$ \_\_\_\_\_  
Number of staff \_\_\_\_\_  
Number of sessions \_\_\_\_\_  
Number of hours per session \_\_\_\_\_

**Other costs (please itemize)**

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
**Total .....** \$ \_\_\_\_\_

**Applicant/Grant Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature

**Signature of Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Principal