



## FY 2025 Small Grants for Educators, Support Professionals, & Administrators

We believe educators, support professionals, & administrators are key partners in advancing our shared mission: to ensure all students succeed in school. To strengthen this collaboration, we provide these partners with small grants to close the opportunity gap, enhance educational opportunities for students & staff, & tap the talent & diversity in the MCPS community.

### **Apply Today!**

Visit us at [www.mcpsfoundation.org/grants](http://www.mcpsfoundation.org/grants)  
Multiple applications per school/office allowed.

### **2025 Timeline**

#### **Round 1**

- January 10: Application deadline
- February 3: Notification
- February 7: Acceptance deadline
- February 28: Payment distribution

#### **Round 2**

- January 11 – March 31: Applications accepted
- April 21: Notification
- April 25: Acceptance deadline
- May 16: Payment distribution

### **Funding**

Up to \$2,000: Individual Projects – Individual department/school  
Up to \$5,000: Collaborative Projects – Multiple departments/schools

### **Eligibility Requirements**

- Applicant is MCPS employee.
- Project & funds benefit MCPS school community.
- Project/related work not in school/departmental budget.
- Project must align with MCPSEF's:
  - Mission: To support student success in MCPS.
  - Vision: A student's circumstances should not predict their ability to achieve.
- Ability to use/commit funds by end of current fiscal year (June 30<sup>th</sup>).
- Principal/supervisor has approved project.
- Funds cannot be used for:
  - Indirect costs, overhead, grant administration, or similar items.
  - Lobbying & other political activity, as defined by [IRS restrictions on 501\(c\)\(3\) organizations](#).
  - Religious purposes.
  - Technology that is:
    - Not in line with Department of Digital Innovation priorities/policies (*e.g.*, personal computers for students such as iPads, certain software such as IXL).
    - Not approved by Department of Digital Innovation &, if needed, Office of General Counsel & Division of Procurement.
  - Field trips that do not follow [MCPS regulations](#) &/or have not yet received MCPS approval, including signed [required forms](#).
  - Funds for other organizations, such as local nonprofits/Parent Teacher Student Associations. However, MCPSEF encourages grantees to collaborate with other organizations.

- MCPS staff time that is:
  - Unapproved by principal/department head.
  - Compensated at rates different than union guidelines/by another funding source.
  - For regular hours/duties.
  - For professional development.
  - For an individual tutoring program.
  - Noncompliant with policies, including [Conflict of Interest](#) & [Community Use of Schools](#).

## Considerations

Reviewers will make funding decisions based on strength of each consideration below.

- Alignment with MCPSEF:
  - Mission: To support student success in MCPS.
  - Vision: A student's circumstances should not predict their ability to achieve.
- Primary goals & activities clear & achievable.
- Project reaches marginalized communities directly & contributes to equity in school community.
- Project improves student learning outcomes.

## Application Components

MCPSEF seeks to ensure application submission is easy & encourages you to submit brief responses &/or information from grant proposals you have used previously for an MCPSEF/other funding opportunity.

- Overview
- Timeline
- Team, including identification of primary project lead
- Impact measurements including demographics of primary project participants
- Budget
- Applications with paid staff time for MCPS staff: Signed form indicating principal/director approval
- Applications with field trip: Signed [approval form](#) from principal/central office, per [MCPS regulations](#)
- Affirmation principal/supervisor has approved project

## Sample Projects

- Developing curriculum & supports that prioritize equitable access, including differentiated learning experiences, joy of learning opportunities, & experiential learning opportunities.
- Strengthening MCPS community, caregiver, family, & guardian connections.
- Developing strength, sustainability, scale, evaluation, &/or collaborative opportunities for projects.
- Providing materials to advance student learning.
- Facilitating collaborative professional development, including mentoring, shared learning, & trainings.
- Strengthening training facilities, including in operational settings (*e.g.*, bus barns, maintenance facilities).

## Questions?

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[Book time for a one-on-one conversation.](#)