



**City of Hollywood  
Education Advisory Committee  
Achieving Excellence in Education Grant  
2009-2010 APPLICATION AND GUIDELINES**

City of Hollywood  
2600 Hollywood Boulevard  
Office of Budget & Procurement Services  
Suite 415  
Hollywood, FL 33020

Phone: (954) 921 -3206  
Facsimile: (954) 921-3343

Email: [educationcommittee@hollywoodfl.org](mailto:educationcommittee@hollywoodfl.org)

Application is available online at:  
[http://www.hollywoodfl.org/html/hlwd\\_schools.htm](http://www.hollywoodfl.org/html/hlwd_schools.htm).

*City of Hollywood Education Advisory Committee*  
*Achieving Excellence in Education Grant*

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For Fiscal Year 2010, the City of Hollywood is offering local schools an opportunity to apply for the Achieving Excellence in Education Grant. The City will award a maximum of \$1,500 in grants through an annual Request for Proposals (RFP) process to qualifying educational institutions for new or existing programs, projects and events occurring in the 2009-2010 Broward County School calendar year, including summer school programs (from August 2009 - August 2010).

Applications will be reviewed and evaluated by the Education Advisory Committee. The Committee's recommendations will be forwarded to the Hollywood City Commission for award. Awardees may be required to give a presentation to the Commission.

### **Achieving Excellence in Education Grant Purpose and Focus Areas**

The Achieving Excellence in Education Grant program was created to assist in funding enrichment programs, projects and events which enhance knowledge, creativity and the development of Hollywood students.

Applicants programs, projects or events must align with at least one of the nine (9) Focus Areas:

1. Art, Music & Theater
2. Character Education
3. Civics Education
4. Health & Wellness
5. Diversity & Cultural Outreach
6. Career Planning & Vocational Training
7. Environment
8. Parental Involvement
9. Enhanced Curriculum

## **Eligibility:**

- Teachers, instructional staff, student support and administrators employed by K-12 Public, Charter, and Technical Schools located in the City of Hollywood, or serving a majority of Hollywood students.
- For new or existing programs, projects and events occurring in the 2009-2010 Broward County School calendar year, including summer school programs (from August 2009 - August 2010).
- Schools may submit multiple applications. Total grant funds requested must not exceed \$1,500 per application.
- Must identify proposed program, project or event with at least one focus area.
- Must meet all reporting requirements and submission of paid invoices.

## **Eligible Requests:**

The Achieving Excellence in Education Grant provides funding for the following expenses directly related to the proposed program, project or event:

- Supplies
- Equipment
- Technology, Software & e-Learning
- Field trips
- Curriculum

## **Ineligible Requests:**

- Individuals not employed by the Broward County School Board
- Organizations that are not K-12 Public, Charter, and Technical Schools located in the City of Hollywood, or serving a majority of Hollywood students
- Attendance at professional/association conferences or seminars
- Salaries
- Endowments or capital campaigns
- Private charities or foundations
- Construction or building costs
- Projects that require religious participation as a condition of receiving services
- Political causes, candidates, organizations or campaigns
- Organizations that discriminate on the basis of age, color, citizenship, disability, gender, race, religion, national origin, marital status, sexual orientation, military service or status

## **Financials:**

**Maximum award is \$1,500.** There is no limit to the number of applications a school may submit. Applications may be submitted by teachers, instructional staff, student support and administrators employed by the school. The Principal or School Administrator must approve the application and requests for funds through a letter of support and signature. Grant funds will be awarded on a **reimbursement basis** pending a narrative report and submission of paid receipts. **Awardees may submit their requests for reimbursements prior to the September 1, 2010 deadline.**

## **Timeline:**

- |                          |   |
|--------------------------|---|
| <b>January 5, 2010</b>   | Request for Proposals available via email, mail and online at <a href="http://www.hollywoodfl.org/html/hlwd_schools.htm">http://www.hollywoodfl.org/html/hlwd_schools.htm</a> |
| <b>February 5, 2010</b>  | Proposals deadline 5:00 P.M. (received, not postmarked)   |
| <b>March 3, 2010</b>     | Grant Subcommittee recommends awards to Commission  |
| <b>March 5, 2010</b>     | Grant awards announced and posted on City's Webpage at <a href="http://www.hollywoodfl.org/html/hlwd_schools.htm">http://www.hollywoodfl.org/html/hlwd_schools.htm</a>        |
| <b>September 1, 2010</b> | All grant funds must be expended and grant reports due  |

## **Please Mail Completed Applications To:**

City of Hollywood  
2600 Hollywood Boulevard  
Office of Budget & Procurement Services  
Suite 415  
Hollywood, FL 33020  
C/O Achieving Excellence in Education Grant

Applications may also be submitted via electronic communications, to [rjean@hollywoodfl.org](mailto:rjean@hollywoodfl.org). Submitted materials will not be returned.

Please note: Applications that are not submitted according to proposal guidelines will not be considered for funding. Late applications will not be accepted. It is the responsibility of the applicant agency to ensure that proposals are received by the appropriate deadline.

### **Reporting Requirements:**

Applicants receiving funds are required to provide a report detailing the success of the program, project or event; a detailed explanation of how grant funds were spent as stated in their original application; pictures of the funded program, project or event; and copies of paid invoices or receipts. Applicants that do not comply with reporting requirements will not be eligible for reimbursement. **Awardees may choose to submit their report and request for reimbursement prior to the September 1, 2010 deadline.**

### **Questions:**

Questions on the application can be directed to City of Hollywood Budget & Grants Coordinator Renée Jean at (954) 921-3206 or via email at [rjean@hollywoodfl.org](mailto:rjean@hollywoodfl.org).

**2009-2010 ACHIEVING EXCELLENCE IN EDUCATION  
GRANT APPLICATION**

**PLEASE UTILIZE THIS PAGE AS THE APPLICATION COVER SHEET.  
(5 points)**

Grant Contact Person:

School Name:

Mailing Address:

City, State, Zip:

Title of Program/Project/Event:

Program/Project/Event Focus Area(s):

Grant Amount Requested:

Total Project Budget:

Phone number:

E-mail address:

Application must be signed by the applicant's Principal or Administrator. By signing this application, the authorized representative certifies that the organization for which funding is sought has full knowledge of the grant request and is able to utilize the funds sought for their stated purpose.

Print Name:

Title:

Signature:

Date:

Proposals are to be typed in **Times New Roman, 12 point font, single spaced and should not exceed the word limit provided.** Proposals should be concise and clearly written.

**I. TELL US ABOUT YOUR SCHOOL: (5 points)**

Please tell us about your school's major accomplishments, community events, significant initiatives and grade levels served. **(250 words maximum)**

**II. PROGRAM/PROJECT/EVENT DESCRIPTION: (15 points)**

Include a timeline and specific program strategy. **(350 words maximum)**

**III. PROGRAM/PROJECT/EVENT NEEDS AND OBJECTIVES: (15 points)**

Include why this program/project/event is essential, the objectives and approximate number of Hollywood students to be served. **(350 words maximum)**

**IV. PROGRAM/PROJECT/EVENT PROPOSED OUTCOMES AND BENEFITS:**

**(20 points)** How does the proposed program, project or event enrich the lives of recipients? **(350 words maximum)**

**V. COMMUNITY COLLABORATIONS AND PARTNERS (IF APPLICABLE): (5**

**points)** Describe the roles of collaborations (e.g., agencies, programs and individuals), if applicable. **(250 words maximum)** Attach letters or emails from collaborators.

**VI. PROGRAM/PROJECT/EVENT EVALUATION: (10 points)**

How will you measure the success of the proposed program/project/event? **(250 words maximum)**

**VII. PROGRAM/PROJECT/EVENT BUDGET: (10 points)**

Provide the amount of funds requested and secured for the program/project/event. Secured funds may be from other grant sources or the applicant's budget. Only eligible expenses will be considered for reimbursement. The maximum request is \$1,500 per grant application.

<b>Item</b>	<b>Cost Per Unit</b>	<b>Total Units</b>	<b>Amount Requested from Grant</b>	<b>Other Funding Sources Secured</b>	<b>Total Costs</b>
<b>TOTALS =</b>					

**VIII. BUDGET NARRATIVE: (5 points)**

The budget narrative should provide justification for the budgeted amounts. Explain how the costs were calculated and list other funding sources secured. Please also list any in-kind contributions, donated support or volunteer services, related to the program/project or event. **(200 words maximum)**

**IX. CAN THE PROGRAM/PROJECT/EVENT BE REPLICATED? PLEASE EXPLAIN WHY OR WHY NOT. (5 points) (150 words maximum)**

**X. ATTACHMENTS: (5 points)**

1. Principal's Letter of Support.
2. Collaborators Communications of Support (if applicable)
3. Program/Project/Event Pictures (if applicable)

**2009-2010 ACHIEVING EXCELLENCE IN EDUCATION  
GRANT REPORT**

**DEADLINE: SEPTEMBER 1, 2010**

Applicants receiving funds are required to provide a report detailing the success/outcomes of the program, project or event; a detailed explanation of how grant funds were spent as stated in their original application; pictures of the funded program, project or event; and copies of paid invoices or receipts. Applicants that do not comply with reporting requirements will not be eligible for reimbursement. **Awardees may choose to submit their report and request for reimbursement prior to the September 1, 2010 deadline.**

**Please mail completed report, program/project/event pictures and receipts to:**

City of Hollywood  
2600 Hollywood Boulevard  
Office of Budget & Procurement Services, Suite 415  
Hollywood, FL 33020  
C/O Achieving Excellence in Education Grant

Reports may also be submitted via email to [njean@hollywoodfl.org](mailto:njean@hollywoodfl.org).

I. Grant Contact Person:

School Name:

Mailing Address:

City, State, Zip:

Phone number:

E-mail address:

II. Title of Program/Project/Event:

III. Program/Project/Event Focus Area(s):

IV. Grant Amount Awarded: \$

V. Please describe how funds were used. Attach copies of paid invoices/receipts.

VI. Please describe the program/project/event outcomes and benefits.

VII. Will the program/project/event be replicated? Explain why or why not?