



March 13, 2015

Ms. Sara Long  
PTO President  
Federal Hill Preparatory PTO  
1040 William Street  
Baltimore, MD 21230

Dear Ms. Long:

The Chesapeake Bay Trust thanks the Federal Hill Preparatory PTO for your proposal. I am pleased to report approval of a grant in the amount of \$5,000.00 for support of a rain garden project on school grounds involving students and community volunteers. Funds support contractual costs and project supplies.

**The grant award is contingent upon receipt by 4/27/15 to the Trust and review of a letter of support from the school confirming approval of the project and outlining a maintenance plan to ensure long term success of the project.**

Please sign and return the enclosed grant agreement within sixty days of the date of this letter or the Trust reserves the right to cancel the grant award and apply funds to other projects.

If you should have any questions regarding our decision, please feel free to contact Program Officer, Tara Baker at 410-974-2941 ext. 102. The Chesapeake Bay Trust greatly appreciates the time you invested in proposal development, and we look forward to working with you in the future.

Sincerely,

Jana Davis, Ph.D.  
Executive Director

Grant #: 12930  
Project Leader: Apryl Lannigan



60 West Street, Suite 405 • Annapolis, MD 21401-2400 • PH: 410.974.2941 • FX: 410.269.0387

[www.chesapeakebaytrust.org](http://www.chesapeakebaytrust.org)



Grant Agreement between the Chesapeake Bay Trust  
and the Federal Hill Preparatory PTO

March 13, 2015

The total amount of the grant award for grant number 12930 is \$5,000.00. Delivery of this grant is made subject to receipt by the Chesapeake Bay Trust (Trust) of a signed copy of this agreement, which confirms that:

- 1) The grant award is in the amount of \$5,000.00 for support of a rain garden project on school grounds involving students and community volunteers. Funds support contractual costs and project supplies. By accepting this award, grantee agrees that said monies will be used to accomplish deliverables and budgeted items in your grant application received on January 8, 2015 and approved in this grant agreement.
- 2) Significant changes to project scope must be approved by the Trust in advance of the change. Please visit [www.cbtrust.org/forms](http://www.cbtrust.org/forms) to download the Grant Revision Request Form. Significant changes include, but are not limited to:
  - a. Changes in key personnel or key project partners
  - b. Changes in budget that result in a greater than 10% shift in funds across budget categories (e.g., supplies, personnel, contractual)
  - c. Changes in budget that result in addition of a new line item
  - d. Changes in project deliverables as proposed in your original application

Your final report will include a budget section and a deliverables section that should match your proposed budget and deliverables. If changes are made without Trust approval you will be required to refund the award.

- 3) **The grant award is contingent upon receipt by 4/27/15 to the Trust and review of a letter of support from the school confirming approval of the project and outlining a maintenance plan to ensure long term success of the project.**
- 4) *The grantee agrees to distribute the **parent notification form** to all parents of students engaged in the activities related to this grant award; the notification informs parents that Bay plates supported this project.*
- 5) A **final report** on this project, including a complete accounting of expenditures and complete programmatic documentation as specified in report form instructions, must be furnished to the Chesapeake Bay Trust by **7/1/2015**.
- 6) **Signed Grant Agreement, Status, and Final reports are required to be submitted by logging into the Chesapeake Bay Trust Online Grant System account accessed through the link [https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520) with the same username and password used when you applied. Final and status report extension requests must be made via email to the appropriate program staff at the Trust prior to the report due date and, depending on**

  
Executive Officer Initials

  
Project Leader Initials

circumstances, may or may not be granted. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. By signing this grant agreement, the grantee agrees to comply with the status report date, if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline. Failure to submit report(s) by the deadline will affect eligibility for future awards.

- 7) All materials purchased with this grant will be the property of Federal Hill Preparatory PTO.
- 8) All public communications and promotion including press releases, print publications, signage, online messaging, etc. must acknowledge the Chesapeake Bay Trust and include an approved Trust logo. Logo files are available online at [www.cbtrust.org/logos](http://www.cbtrust.org/logos).
- 9) The grantee will hold the Chesapeake Bay Trust harmless and indemnify from any claims or litigation arising out of the grantee's performance of the project and from and against such portion of any liability for injury or damage to person or property caused by the grantee's performance of the project.

The undersigned who is (are) fully authorized in the premises of the Federal Hill Preparatory PTO accepts, subject to the terms and conditions in the above grant agreement, the proposed grant of \$5,000.00.

**Please return signed copies of the full award letter, with each page initialed and full signatures on the last page, by uploading a scanned copy to your Chesapeake Bay Trust Online Grant System account accessed through the link [https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520) with the same username and password used when you applied. Please keep a copy for your records.**

	Principal	3/17/15
Signature of Executive Officer*	Title	Date
	5 <sup>th</sup> grade general educator	03-17-15
Signature of Project Leader*	Title	Date
	Executive Director	3/13/2015
Signature of Jana Davis, Ph.D.	Chesapeake Bay Trust	Date

Grant #: 12930 Grant Program: Mini Grant EE

From the classroom of: \_\_\_\_\_



**Did you  
know...**

## **Bay plates helped pay for this project?**

Your child's outdoor learning experience was funded in part by the Chesapeake Bay Trust, a nonprofit organization that provides grants to schools so that children like yours can learn in their natural world. The Trust is funded by sales of *Maryland's Treasure the Chesapeake license plate* which each year allows more than **80,000 Maryland students** to get outside and learn through hands-on experiences. To find out more, visit the Trust's special Parents Portal at [www.cbtrust.org/parents](http://www.cbtrust.org/parents). Bay plates **only cost \$20** and you can change to a Bay plate anytime to help support additional field trips for Maryland students.



**Chesapeake Bay Trust**  
*bayplate.org \* cbtrust.org*  
410-974-2941



March 17, 2015

Ms. Jana Davis, PhD

Executive Director

Chesapeake Bay Trust

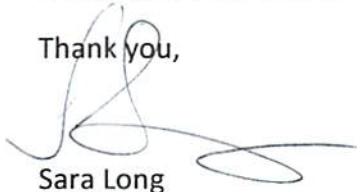
60 West Street, Suite 405

Annapolis, MD 21401

Dear Dr. Davis,

We are pleased to receive this award and accept responsibility for all it entails. FHPS will spend our \$5000 award on a rain garden to be built on school grounds by our students and community volunteers as described in our grant application. We will distribute the parent notification form to all parents of students engaged in the activities related to the grant award. We will furnish a final report of this project, including a complete accounting of expenditures and complete programmatic documentation as specified in the report form instructions to the Chesapeake Bay Trust by 7/1/2015. We agree to acknowledge the Chesapeake Bay Trust by using its approved logo on all of our public communications and promotions. We are committed to the long term success of this project. Please review our maintenance plan on the next page of this letter.

Thank you,

A handwritten signature in black ink, appearing to read "Sara Long", with a long, sweeping underline that extends to the right.

Sara Long

Principal

Federal Hill Preparatory School

Grant # 12930

Project Leader: Apryl Lannigan

## “The Rain Keeper” Maintenance Plan

Activity	Schedule
<ul style="list-style-type: none"> <li>• Water to promote plant growth and survival, especially during the first two years and during dry spells.</li> <li>• Inspect site following rainfall events.</li> </ul> Add/replace vegetation in any eroded areas	3 times a week after construction then as needed
<ul style="list-style-type: none"> <li>• Prune and weed swale to maintain appearance.</li> <li>• Remove accumulated trash and debris.</li> <li>• Replace mulch as needed.</li> </ul>	Monthly as needed
<ul style="list-style-type: none"> <li>• Inspect inflow area for sediment accumulation. Remove any accumulated sediment or debris.</li> <li>• Inspect site for erosion as well as sediment and mulch which have been moved around in the garden. Add/replace vegetation in any eroded areas.</li> <li>• Inspect rain garden for dead or dying vegetation. Replace vegetation as needed.</li> <li>• Test planting bed for pH. If the pH is below 5.2, limestone should be applied. If the pH is above 8.0, iron sulfate and sulfur should be applied.</li> </ul>	Once a year, twice the first year
<ul style="list-style-type: none"> <li>• Remove and replace mulch.</li> </ul>	Every 2 to 3 years

The maintenance will be performed by the 5<sup>th</sup> grade students, the green club, parent volunteers, teachers, and staff. This effort will be coordinated through an on line sign up system, classroomparent. This system emails reminders. There will be four point members to oversee the maintenance plan. These are the parent/teacher officers of the green club. If we have issues that we are not sure of, we will contact our landscape architect Rain Underground or Ashley Traut at Blue water Baltimore

### Plant Care

For taking care of the plants trimming, pruning, weeding, pest management etc., we will consult our Master Gardener who volunteers at our school as well as consult the Maryland Cooperative Extension’s Home and Garden Information Center at 800-342-2507 or [www.hgic.umd.edu](http://www.hgic.umd.edu).

### Watering

Initially will be done 2 times a week at 7:30 am then as need by testing to see if the soil is dry. We are fortunate that we have a hose next to the site. A more specific maintenance plan will be provided by our landscape architect Rain Underground after the design has been completed.

This modified rain garden maintenance schedule was taken from Blue Water Baltimore website .