



GRANT INFORMATION GUIDE

Arts Education in Maryland Schools Grant

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
July 14, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

This grant is intended to support the Maryland Centers for Creative Classrooms (MC3) initiatives directed by the Arts Education in Maryland Schools (AEMS). In collaboration with the Maryland State Department of Education (MSDE), Arts Education in Maryland Schools (AEMS) develops professional learning activities that align with COMAR 13A.04.16. AEMS' mission is to increase student access to courses in all art forms through purposeful action.

Authorization

Fine Arts Initiative Program budget for Maryland Centers for Creative Classrooms

GRANT OVERVIEW

Name of Grant Program

Arts Education in Maryland Schools Grant (AEMS)

Purpose

The purpose of the MC3 program funding is to provide operating costs to plan and implement professional learning for arts educators in Maryland.

Dissemination

This Grant Information Guide (GIG) was released on June 14, 2023.

Deadline

Proposals are due no later than 5 p.m. on July 14, 2023

Grant Period

July 1, 2023 - June 30, 2024

Funding Amount Available

\$237,458.00

Submission Instructions

The Fiscal Year 2024 AEMS Grant Information Guide (GIG) and Application can be downloaded from the [MSDE grants](#) website. A signed electronic copy in PDF format must be submitted by email to susan.spinnato@maryland.gov.

State Responsibilities

MSDE will monitor grantee progress through project updates, financial reports, and an evaluation of outcomes based on grant goals. The MSDE will monitor grant program activities, ensure that programs are being implemented according to their approved plan and with fidelity, ensure that funds are being spent down on schedule, and monitor student outcomes.

Program Contact

Susan Spinnato

Program Manager for Teaching and Learning

410-767-0439

susan.spinnato@maryland.gov

Use of Funds

Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation.

Funds may be used for:

- Contractual services for vendors, educators, and staff related to program delivery.
- Support of operating expenses related to program delivery.
- Purchase materials and supplies to support educators' engagement in programming.

Funds may not be used for:

- Construction of temporary or permanent structures

Program Requirements

Proposals for funding must contain discipline-specific goals to improve access for all students to fine arts programming that meets the requirements of COMAR 13A.04.16. Grant activities should promote meaningful engagement and innovative learning models in fine arts education. Applications must include a description of how AEMS will support arts education in Maryland.

MC3 Professional Development and Learning Program: MC3 provides research-based professional development series designed to support arts educators in developing skills, knowledge, and dispositions needed to lead quality arts-based instruction for 21st century learners.

Application Requirements

COVER PAGE

Applications must include the Proposal Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. The Proposal Cover Page should be printed and signed by the institution/agency head.

PROJECT NARRATIVE

The FY24 AEMS Grant is to support the MC3 professional learning program. The application for funding must include information about the program to be supported by the funding as well as the outcomes expected.

- Extent of Need (15 Points)
- Goals and Measurable Outcomes (20 Points)
- Plan of Operation, Key Personnel, and Project Timeline (20 Points)
- Evidence of Impact (20 Points)
- Evaluation and Dissemination (15 points)

EXTENT OF NEED

Describe the conditions or needs to be addressed through the FY24 AEMS Grant. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the operating grant funds will address the problem and show how those efforts are effective.

GOALS AND MEASURABLE OUTCOMES

The goal(s) should address the main need that you have identified. Goal(s) should ensure that arts educators have knowledge and understanding of the Blueprint for Maryland's Future and their role in transforming arts education for all students. In addition, the goals must address The Blueprint for Maryland's Future, Pillar 2: *High Quality and Diverse Teachers and Leaders* and Pillar 3: *College and Career Readiness*. Provide goal(s) that will help retain the fine arts educator workforce and train teachers to accelerate arts achievement for all students, especially those who have been historically underserved. For each goal statement, identify measurable outcomes or anticipated outcomes for both students and teachers.

PLAN OF OPERATION, KEY PERSONNEL, AND PROJECT TIMELINE

Discuss the strategies and activities to be used to accomplish the outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served?

In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

EVIDENCE OF IMPACT

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization's experience in terms of effective practices (research-based strategies) leading to the desired outcomes.

EVALUATION AND DISSEMINATION PLAN

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goal and objective(s). Keep in mind that the final evaluation will consider the entire project, beginning to end. It should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation.

Budget and Budget Narrative

The project’s budget (10 points) should be submitted on MSDE’s C-1-25 form. The budget narrative should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, “meeting expenses” can be broken down into room rental, photocopying and refreshments. There is no page limit for the budget, so be as detailed as possible.

Clearly show the requested funds and in-kind contributions for each line item if applicable. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expenses were calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. See a sample budget below:

1. Salaries & wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Project Manager, LEA staff member	\$50/hr. x 40 hrs. per week x 52 weeks	\$83,200	\$20,800	\$104,000
Total for salaries & wages:		\$83,200	\$20,800	\$104,000

2. Contracted Services

Line item	Calculation	Requested	In-Kind	Total
4 LEA Distinguished Teachers to co-develop PD session 1	\$1,500 stipends x 4 Distinguished Teachers	\$6,000	0	\$6,000
4 IHE Faculty members to co-develop PD session 1	\$1,500 stipends x 4 faculty members	\$6,000	0	\$6,000
2 LEA Distinguished Teachers to co-facilitate PD session 1	\$1,000 stipends x 2 Distinguished Teachers	\$2,000	0	\$2,000
20 LEA teacher participants to attend PD session 1	\$125/session x 20 participants	\$2,500	0	\$2,500
20 teacher candidate stipends during 21 st century practicum	\$10,000 per full year practicum x 20 candidates	\$150,000	\$50,000	\$200,000
Total for contracted services:		\$166,500	\$50,000	\$216,500

Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

Appendix A: [A signed recipient assurances page](#)

Appendix B: Taxpayer identification number and certification ([W-9 form](#))

Appendix C: [MSDE C-1-25 Budget Form](#)

The Review Process

The review of the AEMS Grant applications includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

Arts Education in Maryland Schools Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Extent of Need (15 points)	The extent of need is clearly described, and multiple problems are identified that the grant funds will be used to address.	There is a clear description of the extent of need. At least one problem is identified that the grant funds will be used to address.	The extent of need is not clearly identified.
Goals and Measurable Outcomes (20 points)	In addition to meeting the criteria listed they included a clear narrative to achieve these goals. Outcome statements are clear and tell how the project’s target population would improve.	A complete list of goals, outcomes and milestones are included. The goals and outcomes are aligned to the extent of need and program requirement.	Incomplete identification of goals, outcomes, and milestones. Statements are vague and not measurable.
Plan of Operation, Key Personnel, and Project Timeline (20 points)	All items in the meets criteria are met, plus a summary of the key personnel’s experience with grant management and program specific knowledge. The project timeline also lists who is assigned to complete each phase of the project.	A detailed plan of operation is included that addresses all items identified in the statement of need. Key personnel are listed along with %FTE. Project timeline is detailed.	The plan of operation provided does not address the items identified in the statement of need.
Evidence of Impact (20 points)	All the requirements in meets criteria are met and in addition they can demonstrate continuous improvements in student outcomes and provide data on their success after completion of the program.	There is a summary of the efficacy of the program. Proposed outcomes are supported by research data and/or previous program data.	The evidence of impact or efficacy is not clearly defined or identified.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Evaluation and Dissemination (15 points)	The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate and report on outcomes.	The application somewhat identifies measurable program improvements and the data that will be reviewed.	The application does not identify measurable program improvements. There is a limited plan to report on outcomes.
Budget and Budget Narrative (10 points)	The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct.	The application includes a broad budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail.	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors.

AWARD NOTIFICATION

Notification of awards will be sent by email by July 25, 2023. Processing of the official Notice of Grant Awards (NOGA) will begin on July 25, 2023. Please note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Within 30 days of the Notice of Grant Award	Signed C-1-25 and assurances due
October 15, 2023	Q1: Signed Quarterly Interim Report (C-1-25-C)
January 15, 2024	Q2: Signed Quarterly Interim Report (C-1-25-C)
April 15, 2024	Q3: Signed Quarterly Interim Report (C-1-25-C)
July 30, 2024	Signed Final Program and Expenditure Report (C-1-25-D)

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants website](#). Final invoices must be submitted no later than 60 days after the grant period ends.

Date	Grant Timeline
June 14, 2023	The Grant Information Guide and the application for participating are released
June 22 & 29, 2023 July 6, 2023	MSDE will hold a virtual customer service support session
July 14, 2023	The grant application period closes
July 15, 2023	MSDE Review Committee will evaluate proposals
July 1, 2023	The grant period begins
June 30, 2024	The grant period ends

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 - voice

410-767-0431 - fax

410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA)

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Customer Service Support Sessions

MSDE will hold three customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. The sessions will be held on:

Customer Service Support Session 1

Thursday, June 22, 2023

1:00 p.m. – 2:00 p.m.

Customer Service Support Session 2

Thursday, June 29, 2023

1:00 p.m. – 2:00 p.m.

Customer Service Support Session 3

Thursday, July 6, 2023

1:00 p.m. – 2:00 p.m.

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Susan Spinnato at susan.spinnato@maryland.gov with questions related to the Next Generation Scholars of Maryland Grant Program.

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

Attachment

Arts Education in Maryland Schools Grant Application for Funding