



Maryland

STATE DEPARTMENT OF EDUCATION

MARYLAND ELEVATES SFY 2025 APPLICATION

Maryland State Department of Education

200 West Baltimore Street

Baltimore, Maryland 21201

Deadline

May 31, 2024

No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Interim State Superintendent of Schools

Deann Collins, Ed.D.

Deputy State Superintendent
Office of Teaching and Learning

Wes Moore

Governor

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Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The signed and completed application should be saved as a single pdf document and emailed as an attachment to deisesgrantsubmissions.msde@maryland.gov with the subject “Maryland Elevates.”

Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Project Partners:

Agency/Organization Name	Primary Contact	Partner's Project Role

**Add more rows as needed.*

Amount of the request for grant period (July 1, 2024 – June 30, 2025):

\$

(Should agree with Proposed Budget)

PROJECT STATEMENT

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.

Signature of Contact Person

Date

Printed Name of Contact Person

Title

Signature of Superintendent of Schools

Date

Printed Name of Superintendent

LEA Name

Project Narrative

PROJECT ABSTRACT

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization’s efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

EXTENT OF NEED

Refer to the grant information guide for a full description of what should be included here.

EVIDENCE OF IMPACT

Refer to the grant information guide for a full description of what should be included here.

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Refer to the grant information guide for additional guidance.

Goal 1:
Outcome(s):
Milestone(s):

Goal 2:
Outcome(s):
Milestone(s):

Goal 3:
Outcome(s):
Milestone(s):

**Add more tables if including additional goals.*

STRATEGIES

What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Refer to the grant information guide for additional guidance.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Refer to the grant information guide for additional guidance. Add more rows if needed.

MANAGEMENT

Activity	Person Responsible	Timeline

IMPLEMENTATION

Activity	Person Responsible	Timeline

EVALUATION

Activity	Person Responsible	Timeline

Partner Plan

Discuss the role(s) of the project partners listed on the cover page. Refer to the grant information guide for additional guidance.

EVALUATION AND DISSEMINATION

Grantees are required to submit an interim progress report that is consistent with the project's goal and objective(s). Keep in mind that the final evaluation summary 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. An effective ongoing plan that evaluates milestones quarterly helps project staff to make informed decisions about needed changes.

Applicants must evaluate the following required measures:

Evaluation Measure	Goal
<p>Evaluation Questions: What questions will the evaluation seek to answer, based on the project’s goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate</p>	
<p>Evaluation Strategy: What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation?</p>	
<p>Data: The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques.</p>	
<p>Evaluator(s): Specify the individuals or groups who will conduct the evaluation. What are specific qualifications? What are the responsibilities of key personnel?</p>	
<p>Budgeting of resources and staffing for evaluation: The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation.</p>	
<p>Dissemination: Details on how the project’s findings will be disseminated to the major stakeholders, individuals with an interest in the project. Information, requirements, and dissemination methods differ from stakeholder to stakeholder. Will there be a presence on the internet and/or attending important national conferences to present lessons from the project? How and when will demonstrations of your project be made available? Also consider including descriptions of the types of reports and other by-products that will be produced during the project.</p>	

BUDGET AND BUDGET NARRATIVE

The project’s budget should detail all related project expenses in a budget narrative, an itemized budget, as well as on the MSDE Grant Budget C-1-25 form. 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 also have a corresponding entry on the MSDE Grant Budget C-1-25 form. Reviewers should be able to see a clear connection between the project activities and the budget line items.

Use the tables below to provide an itemized budget showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.

Use the fields below each table to provide descriptions of each line item.

Additionally, enter all line items on the MSDE Grant Budget C-1-25 form.

BUDGET NARRATIVE

ITEMIZED BUDGET

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

Line item	Calculation	Requested	In-Kind	Total
Total for Salaries and Wages:				

Using the space below, explain how the costs above are necessary, reasonable, and cost-effective.

2. Contracted Services

Line item	Calculation	Requested	In-Kind	Total
Total for Contracted Services:				

Using the space below, explain how the costs above are necessary, reasonable, and cost-effective.

3. Supplies and Materials

Line item	Calculation	Requested	In-Kind	Total
Total for Supplies and Materials:				

Using the space below, explain how the costs above are necessary, reasonable, and cost-effective.

4. Other Charges

Line item	Calculation	Requested	In-Kind	Total
Total for Other Charges:				

Using the space below, explain how the costs above are necessary, reasonable, and cost-effective.

5. Equipment

Line item	Calculation	Requested	In-Kind	Total
Total for Equipment:				

Using the space below, explain how the costs above are necessary, reasonable, and cost-effective.

6. Transfers

Line item	Calculation	Requested	In-Kind	Total
Total for Transfers:				

Using the space below, explain how the costs above are necessary, reasonable, and cost-effective.

Maryland Elevates Grant Scoring Rubric

PROJECT ABSTRACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The project abstract outlines a concise and comprehensive summary of the target population, goals, strategies, and partnerships.</p>	<p>The project abstract addresses the required components.</p>	<p>The project abstract is missing or does not address the required components.</p>

EXTENT OF NEED

<p>Level 3 Exceeds Criteria</p>	<p>Level 2 Meets Criteria</p>	<p>Level 1 Does Not Meet Criteria</p>
<p>The main problem and contributing factors are clear, concise, and demonstrate considerable understanding of the issues.</p> <p>The proposal details who is affected by the problem, and when and where the problem exists, including historical impacts on the target population(s).</p> <p>Current qualitative and quantitative data is cited to clearly illustrate the problem. Data is derived from a variety of sources, including state and local data references.</p> <p>Applicant demonstrates extensive history of expertise and aligns to evidence-based practices specific to the population they intend to serve that illustrate progress in the addressing the identified problems.</p>	<p>The main problem is clear and concise.</p> <p>The proposal identifies who is affected by the problem and when the problem exists.</p> <p>Data supports the identified problem. Local data is referenced to document the problem and includes demographic and other statistics.</p> <p>Applicant identifies demographics or other statistics relevant for the population(s) intended to be served.</p> <p>Applicant provides an example of their history of expertise or aligns to evidence-based practices specific to the population they intend to serve.</p>	<p>The main problem is missing or is not clear.</p> <p>The proposal does not accurately identify the target population(s).</p> <p>Data has not identified or does not support the problem stated.</p> <p>Applicant does not identify demographics or other statistics of the population(s) intended to be served.</p> <p>No citations or research included in proposal,</p> <p>The proposal lacks details of how the funds will address the problem.</p>

EVIDENCE OF IMPACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The proposal provides two or more examples that explain the history of impact on the target population including discussion of past efforts, failures, and successes toward influencing change.</p> <p>The proposal clearly explains future impacts of the proposed activity/project and how the target population is expected to be influenced by the efforts of specific to implementing this grant.</p>	<p>The proposal provides at least one example that explains the history of impact on the target population.</p> <p>The proposal describes the future impact of the activity/project and how the target population will be influenced by change.</p>	<p>No examples that explain the history of impact on the target population.</p> <p>The proposal does not describe the future impact of the activity/project.</p>

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.</p> <p>Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.</p> <p>Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.</p>	<p>The goal(s) are measurable and aligned to the extent of need.</p> <p>Outcomes are realistic and attainable.</p> <p>Milestones are provided for measuring progress of each intended outcome.</p>	<p>The goal(s) are not measurable are not clearly aligned to the extent of need.</p> <p>Outcomes are not realistic or attainable.</p> <p>Milestones are not provided or do not align to outcomes.</p>

STRATEGIES

<p>Level 3 Exceeds Criteria</p>	<p>Level 2 Meets Criteria</p>	<p>Level 1 Does Not Meet Criteria</p>
<p>The proposal provides several rationales for selecting specific, evidence-based strategies, and precisely how they will be implemented to ensure outcomes are achieved.</p> <p>Multiple broad strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation.</p>	<p>The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome.</p> <p>Applicant provides broad strategies and includes the methods, procedures, techniques for implementation.</p>	<p>No rationale for selecting specific strategies and how they will help achieve the outcome.</p> <p>Applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.</p>

PLAN OF OPERATION, KEY PERSONNEL AND TIMELINE

<p>Level 3 Exceeds Criteria</p>	<p>Level 2 Meets Criteria</p>	<p>Level 1 Does Not Meet Criteria</p>
<p>The proposal includes a steering committee and partner plan that identifies individuals from a variety of backgrounds with extensive experience toward ensuring successful implementation.</p> <p>All relevant activities listed chronologically indicating a comprehensive management plan throughout the grant period.</p>	<p>The proposal includes a steering committee and partner plan that appears adequate for ensuring implementation.</p> <p>The proposal includes a time-specific management plan.</p>	<p>The proposal does not include a steering committee or partner plan that is adequate for ensuring implementation.</p>

EVALUATION AND DISSEMINATION

<p>Level 3 Exceeds Criteria</p>	<p>Level 2 Meets Criteria</p>	<p>Level 1 Does Not Meet Criteria</p>
<p>Evaluation questions are included for each goal with considerable guidance toward implementation of aligned strategies and can be effectively and meaningfully evaluated.</p> <p>Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation.</p> <p>Multiple relevant, logical data types and collection methods are identified.</p> <p>Evaluators and their qualifications are indicated.</p> <p>Applicant provides a comprehensive plan for ensuring the ongoing success of the proposal beyond the funding cycle that includes identification of additional resources. A detailed plan for maintaining partnerships and their contribution to sustainability is described</p>	<p>Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated.</p> <p>Clear evaluation strategy</p> <p>Clear data type(s) and collection method(s) are identified.</p> <p>Evaluator is identified.</p> <p>The dissemination plan includes how the findings will be shared to stakeholders, committee members, and the public. Applicant provides a continuation plan beyond the funding cycle and describes how partnerships will be maintained.</p>	<p>Limited or no examples of evaluation questions.</p> <p>No evidence of evaluation strategy</p> <p>The data type and collection method are unclear.</p> <p>Evaluator is not identified.</p> <p>The dissemination plan does not clearly identify how findings will be shared. The application does not include a plan to exist after the funding cycle.</p>

BUDGET AND BUDGET NARRATIVE

<p>Level 3 Exceeds Criteria</p>	<p>Level 2 Meets Criteria</p>	<p>Level 1 Does Not Meet Criteria</p>
<p>The budget narrative is detailed and comprehensive of all activities necessary for successful implementation of proposal. The budget aligns directly to the proposal and does not rely entirely on grant funds for successful implementation. There are no mathematical errors, and all expenses are cost effective and appear necessary.</p>	<p>The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.</p>	<p>Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors.</p>

Appendices

The following appendices must be included but not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: A signed [Recipient Assurances](#) page

Appendix B: A signed [C-1-25 MSDE budget](#) form

Appendix C: A signed certifications page regarding Lobbying, Debarment, Suspension, Other Responsibility Matters, and Drug-free Workplace

Appendix D: A signed Non-LEA/IHE Certification page

Appendix E: One-page resumes of key personnel

Appendix F: A copy of the W-9 Form (Applicable for first time grant applicants and/or grantees requiring a change of address/contact)