Next Generation Scholars

May 22, 2017

Welcome & Introduction
of
Next Generation Scholars State Team

Susan Spinnato, Director, Instructional Programs

Mary Howlett-Brandon, Equity & Cultural Proficiency Specialist

Andrenette Mack Augins, State Coordinator, GEAR UP

Donna Thomas, Director, Office of Student Financial Assistance, MHEC

Isaiah Ellis, Outreach & Grants Specialist, MHEC

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

What is Next Generation Scholars (NGS)?

✓ Established by HB1403 (2016) Next Generation Scholars of Maryland.

✓ A state grant program that provides funding for college access through <u>nonprofit organizations</u> to enhance college and career awareness and college completion for low-income Maryland high school students.

✓ Grants provided to nonprofits to administer a program that provides guidance and services to students pre-qualifying for the Guaranteed Access Grant in eligible school systems.

NSG Districts

- ✓ Allegany
- ✓ Baltimore City
- ✓ Caroline
- ✓ Dorchester
- ✓ Kent
- ✓ Prince George's
- ✓ Somerset
- ✓ Wicomico

NSG Target Grades

✓ NGS will provide services for 7, 8, 9 grades in Year1
(FY 2018)

✓ 7th, 8th, and 9th grades on Year 2 (**if funded,** FY 2019)

✓ 7th and 8th grades in Years 3-6 (**if funded,** FY 2020-2023)

Required Components

- ✓ A high school graduation plan
- ✓ Summer work or internship opportunities
- ✓ Financial aid literacy assistance
- ✓ Career interest assessments
- ✓ Mentorship and one-on-one counseling
- ✓ Visits to college campuses & workplaces
- ✓ An intensive summer bridge program for students entering an institution of higher education directly from high school
- ✓ A plan to matriculate and graduate from an institution of higher education

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Who will provide the services?

1.   Nonprofit organizations

2.   Priority given to:

   (a) Maryland based nonprofit organizations and

   (b)   that include business and institutions of higher education partners

3.   May utilize postsecondary students receiving work-study assistance at MD institutions of higher education and,

4.   Secondary students in grades 11 & 12 who are successfully completing high school graduation requirements

Proposal Review

✓ Written applications will be pre-screened for submission requirements.

✓ Applicants not meeting all prescreen requirements will not be read.

✓ A review committee established by the Maryland State Department of Education (MSDE) in partnership with the Maryland Higher Education Commission (MHEC) will evaluate written applications.

Proposal Review

✓ The committee will be composed of representatives from MSDE, MHEC and representatives from the eight local school systems receiving services through the grant.

✓ Reviewers will comment upon the proposals and assign numerical scores.

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Proposal Review

✓ Final approval for awards will be determined by the Next Generation Scholars Leadership Team. Leadership Team members are representatives from MSDE. MHEC and NSG school districts.

✓ **MSDE reserves the right to consider geographic distribution when making awards**.

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Award Notification

Award Notification:
Notification of awards will be sent by mail on August 18, 2017

Total Funds Available:
$4,700,000

Length of Grants:
August 18, 2017 – August 31, 2018

Estimated Number of Grants:
Twenty (20)

Estimated Average Grant Amount:
$200,000

Fund Use

Cost(s) incurred prior to the approval of the grant *may not be funded through the award*. Funds must be spent on the program outlined in the approved proposal to include required changes. Funds cannot be used to sub-contract services without approval from MSDE. Any changes to the budget must be approved by MSDE 45 days prior to proposed changes.

✓Fundable activities include but are not limited to:
✓Marketing materials, brochures, forms, letters, and other outreach
✓ materials for students;
✓Social media marketing campaign;
✓Efforts to increase parental involvement;
✓Personnel travel costs; and/or
✓Postage.

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Reporting Requirements

Grantees must submit:

✓ Quarterly project updates to the local school system;

✓ Annual financial report; and

✓ Annual evaluation report, encompassing all funding cycles, within 90 days of the end of the grant period.

Grantees will host at least one site visit during funding cycle.
MSDE & MHEC must report to the Governor on/or before 12/01/2020 and 12/01/2023

The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps such 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 in order to overcome barriers to equitable participation.

Eligible Applicants

- ✓ 501(C)(3) Nonprofit organizations

- ✓ (five) or more years of consecutive experience providing college access services to low income middle and high school students

- ✓ proven track record of success (references)

The Proposal

Proposal Cover sheet

✓ Contain only they information listed in the RFP

✓ Printed on plain white paper

✓ Graphics are prohibited

Sample Cover Sheet

Brandon College Readiness Consultants
Title of project: ABC Middle School Jump Start
Next Generation Scholars
Name of contact person: Mary Howlett-Brandon
Address of contact person: 200 West Baltimore Street, Baltimore, MD 21201
Telephone, fax, and email address of contact person:
Mary Howlett-Brandon
Phone: 410-767-0367, Fax: 410-333-3867
mary.howlett-brandon@maryland.gov
Project partners: Westgate Community College, Brandon Chrysler
Amount requested: $175,000

Project Abstract

Goal: Introduce the project to the reader. One hundred (100) word limit!

✓ Abstract should be factual, brief, and focused on program goals and activities.
✓ Cover the core aspects of the proposed project.
✓ Address the following goals:

  ✓ Encourage low-income Maryland high school students to attend and complete college;

  ✓ Connect potential college and university students with nonprofit organizations that have a history of successful higher education outcomes for low-income high school students;

  ✓ Track Maryland high school students from high school to college; and

  ✓ Enhance and increase college and career awareness.

Table of Contents

Please use the following conventions:

- ✓ The Proposal Cover Sheet is not numbered but is considered to be page
- ✓ " i " (lower case, Roman numeral one).
- ✓ The Project Abstract is page " ii " (lower case, Roman numeral two).
- ✓ Do not list the Table of Contents as one of the pages in the table of contents.
- ✓ Table of Contents page(s) is (are) numbered iii, iv, etc.
- ✓ The extent of need is the first page of the project narrative and is numbered "1". Subsequent pages are numbered consecutively.
- ✓ The Budget is numbered as follows: "B-1, B-2, B-3".
- ✓ Appendices are labeled "Appendix A, Appendix B, Appendix C ".

Project Narrative

Goal: To convince readers that the project is sound and deserves to receive funding.

✓ Must encompass the entire life of the project.

When writing the Project Narrative, keep the following suggestions in mind:

✓ Be succinct and clear
✓ Do not assume the reader is familiar with the project
✓ Avoid jargon, and define all acronyms
✓ Proofread the Narrative once it is complete

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Project Narrative

Check for:

✓ Style inconsistencies
✓ Redundancies
✓ Factual omissions
✓ Unexplained assumptions

Be as detailed as possible:

✓ Use the entire page limit to explain the project.
✓ Use the Appendices to include information that may be important for the reader but will not fit within the Project Narrative.
✓ For clarity, reference in the body of the proposal any supplemental information included in the appendices.

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Summary of Experience

Applicants are to provide a summary of experience providing college access programming and support to middle and high school students.

✓ A high school graduation plan;

✓ Summer work or internship opportunities;

✓ Financial aid literacy assistance;

✓ Career and interest assessments;

✓ Mentorship and one-on-one counseling;

✓ Visits to colleges campuses, and workplaces;

✓ An intensive summer bridge program for students entering an institution of higher education directly from high school; and

✓ A plan for students to marticulate and graduate from an institution of higher education.

☐

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Goals, Objectives, Milestones

Goals, objectives, and milestones are all outcomes. ***Statements that describe strategies or management issues are not proper outcome statements.***

Outcome statements:

✓ **Identify the target population**. Who is the specific population the outcome addresses?

✓ **Are realistic**. Outcomes must be attainable. It is unrealistic to expect that all students will achieve perfect attendance for all activities. Unrealistic outcomes set the project up for failure and are "red-flags" for reviewers.

Goals, Objectives, Milestones

Continued:

✓ **Are measurable**. Outcomes must demonstrate clear achievement. A good outcome statement references easily-quantified indicators (e.g., absenteeism, grades, promotion rates).

✓ **Have deadlines.** All outcome statements specify by when they are to be achieved.

✓ **Reference state, local, or school-defined baseline data or standards.** To determine if the goal is both reasonable and ambitious, include local baseline data for comparison.

Plan of Operation

The WHAT and HOW of the plan

In the Plan of Operation discuss the strategies and activities to be used to accomplish the outcomes.

Strategies

✓ Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Begin this section with a justification as to why the strategies were chosen and how they will help to achieve the outcomes. The justification should <u>cite research to support the strategies</u>. It is essential that the project include strategies for each outcome, and outcomes for each strategy.

Plan of Operation

Continued:

Activities

Activities are specific steps taken to accomplish the project objectives, and involve <u>direct service to clients</u> (students, teachers, parents). Examples include: parent nights, mentoring sessions, etc. They may take place on a single date (e.g., a field trip), or over a period of time (e.g., the use of an innovative curriculum).

- ✓ List the activities
- ✓ Relate each activity to a strategy & discuss how the activities relate to the respective strategies.
- ✓ Identify which clients and how many will be serviced by each activity.

Evaluation & 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. An effective ongoing plan that evaluates milestones quarterly lends to making informed decisions about needed changes.

Evaluation & Dissemination Plan

Continued:

Evaluation and Dissemination Plan should include the following:

- ✓ Evaluation Questions
- ✓ Evaluation Strategy
- ✓ Data
- ✓ Evaluator(s)
- ✓ Budgeting of resources and staffing for evaluation
- ✓ Dissemination

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Management & Key Personnel

The Who of the plan

Where many projects fail is in their project management. Submit a detailed and time-specific management plan with pre-assigned responsibilities. A sample management plan is included in the RFP. The management plan provides the road map for the project. It details:

Beginning of the project

Schedules evaluation

Indicates reports are due

Defines partner roles and products/deliverables

Sets the end of the project

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Management & Key Personnel

✓ List on the Management Plan Worksheet, in chronological order, all major management actions necessary to implement the project.

✓ Assign an approximate date for each action. If the action is ongoing, indicate the range of dates over which it will be implemented.

✓ Assigns responsibility for action to a management team member. Indicate on the worksheet who is responsible for accomplishing each action.

✓ Requirements made by the funder, MSDE, should also be included in the management plan. These include the annual financial report, submission of progress reports to MSDE, and the final evaluation. The final report will serve as the final evaluation.

Management & Key Personnel

Project Timeline

The Project Timeline is a Gantt chart with columns representing the months of the funding cycle. It should contain three sections: management, implementation, and evaluation.

Activity	Month											
	1	2	3	4	5	6	7	8	9	10	11	12 13 14 15 16
Management												
Hire Project Director	X											
Implementation												
Teacher Training		X			X			X			X	
Evaluation												
Submit Mid-Year Evaluation						X						

Alignment w/NGS Program Goals

Narrative in this section should minimally answer the following questions:

- ✓ How does this project help meet the goals and objectives of the Next Generation Scholars Program?

- ✓ How does this project help meet the goals of the local school system?

- ✓ How does this project fit the unique needs of the local school system and its students?

- ✓ How does this project help meet State educational standards (e.g., MD College and Career Readiness Standards)?

- ✓ Does this project coordinate efforts with any other projects currently underway?

- ✓ Will resources be shared to increase efficiency and cost effectiveness to promote the sustainability of a college access program in the school/district?

Plans for Year 2

✓   Next Generation Scholars of Maryland Program is a multi-year program (2018-2023).

✓   Funding is to be secured annually.

✓   Briefly describe plans for continuing the project beyond the first year.

Budget Narrative

A comprehensive budget must be included in the proposal. The budget will include the following:

- ✓ Salaries & Wages
- ✓ Fringe Benefits
- ✓ Contract Services
- ✓ Supplies & Materials
- ✓ Other Charges
- ✓ Equipment (not allowed in this grant)
- ✓ Transfers

The non-profit will receive 15% start-up payment once the grant is approved.

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Budget Narrative

Continued:

✓ Each category should be totaled.

✓ **The sum of budget items should be the amount requested in the proposal**.

✓ Applicant should submit an itemized budget on an Excel spreadsheet with their proposal.

✓ The budget must be signed by the agency director or head.

✓ The non-profit will receive 15% start-up payment once the grant is approved.

MARYLAND STATE DEPARTMENT OF
EDUCATION
PREPARING WORLD CLASS STUDENTS

Appendices

The following Appendices must be included but do not apply to the page limit of the Project Narrative. Include other Appendices as you deem necessary.

- ✓ Works cited
- ✓ Letters of Commitment
- ✓ Resumes of Key Personnel
- ✓ Signed Assurances

Contact Information

Mary Howlett-Brandon, mary.howlett-brandon@maryland.gov

Andrenette Mack Augins, andrenette.mack-augins1@maryland.gov

Donna Thomas, Director, Office of Student Financial Assistance, MHEC,
   donnae.thomas@maryland.gov

Isaiah Ellis, Outreach & Grants Specialist, MHEC, isaiah.ellis@maryland.gov

Susan Spinnato, susan.spinnato@maryland.gov