

**APPLICATION FOR PARTICIPATION**

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

Deadline  
October 13, 2023  
No later than 5:00 p.m. EDT

Early Head Start - Child Care Partnership

Scholarship Grant Fiscal Year 2024

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Deann Collins, Ed.D.**Deputy Superintendent of Teaching and Learning

**Shayna Cook, Ed.D.**Assistant Superintendent, Division of Early Childhood

**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 completed Application should be saved as a pdf and emailed to [vanessa.jones1@maryland.gov](mailto:vanessa.jones1@maryland.gov) on or before 5:00 p.m., October 13, 2023.

# Proposal Cover Page

Program Name:

Unique Entity Identifier: Employer Identification Number:

Address:

City, State, Zip Code:

Primary Contact Person: Title:

Phone Number: Email:

Grant/Fiscal Administrator’s Name:

Phone Number: Email:

Amount of the request for grant period (October 1, 2023 – September 30, 2024):

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Signature of Primary Contact Person Date

Printed Name of Primary Contact Person Title

Signature of Head of Agency Date

# Project Narrative

## Project Abstract (100 words)

Refer to Grant Information Guide for completing this section.

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| --- |
|  |

## Extent of Need

Refer to Grant Information Guide for completing this section.

|  |
| --- |
|  |

## Evidence of Impact

|  |
| --- |
|  |

## Program Information and Enrollment

Applicants must complete both charts in its entirety.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EHS-CCP Name and Address** | **License #** | **County** | **Maryland EXCELS Quality Rating** | **# of Infants (birth to 24 months** | **Monthly Child Care Costs** | **EXCELS Quality Differential Amount** | **Total Monthly Cost** |
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\*Add additional rows if necessary

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **EHS-CCP Name and Address** | **License #** | **County** | **Maryland EXCELS Quality Rating** | **# of Children Age Two** | **Monthly Child Care Costs** | **EXCELS Quality Differential Amount** | **Total Monthly Cost** |
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\*Add additional rows if necessary

## Goals, Outcomes And Milestones

Refer to Grant Information Guide for completing this section.

|  |
| --- |
| **Goal 1:** |
| **Outcome:** |
| **Milestone:** |

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| --- |
| **Goal 2:** |
| **Outcome:** |
| **Milestone:** |

|  |
| --- |
| **Goal 3:** |
| **Outcome:** |
| **Milestone:** |

## Management Plan And Key Personnel

Submit a detailed and time-specific management plan with pre-assigned responsibilities. In this section, present a clear discussion of partners, respective roles in the project, the benefits each expects to receive, and the specific contributions each will make to the project. It is essential that partner commitments are documented. A signed partnership agreement must be included that outlines the roles, responsibilities, and contributions of each partner.

Describe the process for ensuring families are eligible to receive Child Care Scholarship funding and how application documentation will be secured and retained for monitoring purposes.

### Key Personnel Worksheet

Refer to Grant Information Guide for completing this section.

| **Person Responsible** | **Title, Organization** | **Responsibilities** | **Time Devoted** |
| --- | --- | --- | --- |
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\*Add additional rows if necessary

### Project Timeline

The Project Timeline tells the reader when key activities will take place during the grant period. Applicants should consider all the key tasks or activities that need to be carried out to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. It should contain three sections: management, implementation, and evaluation.

| **Proposed Activities** | **Date of Implementation** |
| --- | --- |
| **Management Activity** | |
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| **Implementation Activity** | |
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| **Evaluation Activity** | |
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\*Add additional rows if necessary

## Evaluation and Dissemination plan

Refer to Grant Information Guide for completing this section.

| **Evaluation Measure** | **Goal** | **Outcome** |
| --- | --- | --- |
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# Budget and Budget Narrative

The project’s budget should detail project expenses for child care services. It should reflect the Child Care Scholarship Rates as of 5/23/22 and match the amounts indicated on the Program Information and Enrollment Form.

Each line must be detailed and specific. General expenses should be broken down into specific line items. There is no page limit for the budget, so be as detailed as possible.

### Contracted Services

|  |  |  |  |
| --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **Total** |
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|  |  |  |  |
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| **Total for contracted services:** | |  |  |

1. Submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C)

# 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: Evidence of participation in the Maryland EXCELS program.

Appendix B: Current federal Early Head Start-Child Care Partnership funding compliance status as a grantee or delegate.

Appendix C: Budget Narrative

Appendix D: Signed Partnership Agreement.

Appendix E: A [signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)

Appendix F: A [signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix G: Letters of support from any partners (if applicable)

# Scoring Rubric

| **Areas** | **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Extent of Need** | The applicant has provided a comprehensive and well-supported description of how access to high-quality care and learning environments will enhance child-family well-being.  The applicant has demonstrated robust evidence of current or past efforts to address the need and how the need was addressed.  The applicant provided evidence from multiple data sources and relevant baseline data to support the need for EHS-CCP Scholarship grant program. | The applicant has provided an extent of need that clearly identifies the challenges to be addressed and how access to high-quality care and learning environments will enhance child-family well-being.  The applicant has demonstrated some experience implementing proposed programming.  The applicant discusses past and present efforts to address the need.  The applicant has provided evidence from multiple data sources. | The applicant has not provided an extent of need that clearly identifies the challenges to be addressed or how access to high-quality care and learning environments will enhance child-family well-being.  The Extent of Need does not discuss the program’s demonstrated experience implementing the proposed programming.  The applicant has not discussed past and present efforts to address the need. |
| **Evidence of Impact** | The applicant provided a clear description of past experience implementing the proposed project.  The applicant discussed both areas of strength and opportunities for improvement in detail with actionable strategies.  The applicant provided and discussed multiple measures of success for the proposed project that demonstrate significant effort toward continuous improvement. | The applicant provided a description of past experience implementing the proposed project.  The applicant has discussed areas of strength or opportunities for improvement.  The applicant has provided measures of success for the proposed project. | The applicant has not provided a description of past experience implementing the proposed project.  The applicant has not discussed areas of strength and opportunities for improvement.  The applicant has not provided measures of success for the proposed project. |
| **Program Information and Enrollment** | No criteria for exceeds. | Program Information and Enrollment is complete and accurate. | Program Information and Enrollment is missing, inaccurate or incomplete. |
| **Goals, Outcomes, and Milestones** | The applicant has provided three or more goals and outcomes that align evidence-based practices with the Extent of Need.  Each goal has identified multiple measurable outcomes linked to relevant quantitative and qualitative data.  Each goal and measurable outcome(s) include milestones to meaningfully assess progress during the grant period and allow for adjustment, as needed. | The applicant has provided at least two goals and outcomes that align with the Extent of Need.  Each goal has identified at least one measurable outcome.  Each goal and measurable outcome(s) include at least one milestone to assess progress during the grant period. | The applicant has not provided clear and measurable goals and outcomes that align with the Extent of Need. |
| **Management Plan and Key Personnel** | The applicant has provided a comprehensive, detailed and time-specific management plan that assigns responsibilities to appropriate individuals and accounts for adequate time for fulfillment.  The applicant describes a clear and reasonable process for how families will be determined eligible for Child Care Scholarship funding. The applicant has a logical plan for securely retaining and monitoring application documentation.  The applicant has identified a list of robust, qualified key partners/staff, organizations, responsibilities, and adequate time has been devoted to this project.  Signed Partner Agreement(s) demonstrating a strong commitment from partners, and outlines all responsibilities and contributions are included.  The project timeline clearly identifies all key activities and an appropriate timeframe for accomplishing each action. | The applicant has provided a management plan with pre-assigned responsibilities.  The applicant has described how families will be determined eligible for Child Care Scholarship funding and how applications will be secured and retained for monitoring.  The applicant has identified key partners/staff, organizations, responsibilities, and time devoted to this project.  The applicant has provided partners’ responsibilities and contributions are identified in a signed Partner Agreement.  The applicant has provided the project timeline. | The applicant has not provided a clear or detailed management plan with pre-assigned responsibilities.  The applicant has not described how families will be determined eligible for Child Care Scholarship funding and how applications will be secured and retained for monitoring.  The applicant has not identified all key partners/staff, organizations, responsibilities, and time devoted to this project.  The applicant has not provided Partners’ responsibilities and contributions are not identified in the signed Partner Agreement.  The applicant has not provided the project timeline. |
| **Evaluation and Dissemination** | The applicant has provided a detailed evaluation plan that describes the process of identifying and measuring progress toward stated project goals and outcomes.  The applicant has provided an evaluation plan designed to assess the entire project, beginning to end, and is an integral element in the project’s planning, design, and implementation.  The applicant has provided a dissemination plan that is well-developed and includes strategies for sharing the program’s successes, challenges, and lessons learned with stakeholders both within and outside the organization. | The applicant has provided an evaluation plan for the project’s goals and outcomes.  The applicant provided an evaluation plan designed to assess the project.  The applicant has provided a dissemination plan that includes some strategies for sharing the program’s successes, challenges, and lessons learned with stakeholders both within and outside the organization. | The applicant has not provided an evaluation plan for the project’s goals and outcomes.  The applicant has not provided an evaluation plan designed to assess the project.  The applicant has not provided a dissemination plan. |
| **Budget and Budget Narrative** | The applicant has provided a budget narrative and budget form that covers only expenses stated in the project proposal. The budget narrative demonstrates clearly how costs are determined to be reasonable and allowable.  There are no mathematical errors. | The applicant has provided a budget narrative and budget form that covers only expenses stated in the project proposal.  There are no mathematical errors. | Budget and Budget Narrative are missing, incomplete, or inaccurate.  There may be missing calculations and/or mathematical errors. |