

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

Deadline
August 31, 2023
No later than 5:00 p.m. EDT

**APPLICATION FOR PARTICIPATION**

Early Head Start - Child Care Partnerships
Quality Enhancement 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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Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

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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 single pdf document and emailed to vanessa.jones1@maryland.gov on or before 5:00 p.m., August 31, 2023.

# Cover Page (1 page)

Program Name: Unique Entity Identifier:

Address:

City, State, Zip Code:

Primary Contact Person: Title:

Phone number: Email:

Grant/Fiscal Administrator’s Name:

Phone number: Email:

Amount Requested:

Project statement briefly describing the program (not to exceed 100 words):

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Head of Agency Printed Name Title

Head of Agency Signature Date

# Project Abstract (1 page limit)

Summarize the project for the reader in one page or less. Refer to the Grant Information Guide for further guidance.

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# Project Narrative (10-page limit)

## Extent of Need and evidence of impact

Describe the needs this project is designed to address and how it will strengthen Maryland’s Early Head Start-Child Care Partnership, as well as improve and sustain a high-quality learning environment and enhance child-family well-being. Document current or past efforts to address the identified needs and show how those efforts addressed identified needs. Refer to the Grant Information Guide for further guidance.

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## Program Information and Enrollment

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| --- | --- | --- | --- | --- |
| **EHS-CCP Name and Address** | **License #** | **Maryland EXCELS Quality Rating** | **Number of Classrooms** | **Number of Classroom Staff** |
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\*Add more rows if necessary

## Goals, Measurable Outcomes, And Milestones

In the table below, set goals for your proposed project. Goals must align with the [Maryland's statewide system development goals](https://earlychildhood.marylandpublicschools.org/early-childhood-systems-strategic-plan). Refer to the Grant Information Guide for additional guidance.

|  |
| --- |
| Goal 1:  |
| Measurable Outcome:  |
| Milestone:  |

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| --- |
| Goal 2:  |
| Measurable Outcome: |
| Milestone: |

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| --- |
| Goal 3:  |
| Measurable Outcome: |
| Milestone: |

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| --- |
| Goal 4:  |
| Measurable Outcome: |
| Milestone: |

\*Add more tables if needed for additional goals.

## PLAN OF OPERATION, Key Personnel, and Project Timeline

### Plan of Operation

Describe the strategies and activities that will be implemented to achieve your goals, outcomes and milestones, and the management plan for ensuring timely, successful implementation. Refer to the Grant Information Guide for further information.

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### Key Personnel

The management plan clearly defines the roles, responsibilities, tasks, and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide one-page resume(s) for all key personnel in the appendix.

| **Person Responsible** | **Title, Organization** | **Responsibilities** | **Time Devoted** |
| --- | --- | --- | --- |
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|  |  |  |  |

\*Add more rows if necessary

### Project Timeline

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

## Evaluation and Dissemination Plan

### Evaluation

Describe the ways in which progress towards stated goals and outcomes will be measured over the course of the grant. Discuss what success for this project looks like and what criteria will be used to determine success. Grantees are required to submit an annual evaluation and quarterly progress reports that are consistent with the project’s goals and outcomes. Refer to the Grant Information Guide for further information.

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### Dissemination

Discuss how data, findings, and reports will be shared with all relevant internal and external stakeholders.

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## Budget and Budget Narrative (no page limit)

The project’s budget 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. There is no page limit for the budget, and it does not count towards the ten-page limit for the project narrative, so be as detailed as possible. Additional rows may be added to each table, as necessary.

Notes: For non-LEA applicants, indirect costs must not exceed 16.6%.

### Salaries and wages (list separately for each position)

| **Line item** | **Calculation** | **Requested** | **Total** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total for Salaries and Wages:** |  |  |

\*Add more rows if necessary

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

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### Contracted Services

| **Line item** | **Calculation** | **Requested** | **Total** |
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| **Total for Contracted Services:** |  |  |

\*Add more rows if necessary

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

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### Supplies and Materials

| **Line item** | **Calculation** | **Requested** | **Total** |
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| **Total for Supplies and Materials:** |  |  |

\*Add more rows if necessary

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

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### Other Charges

| **Line item** | **Calculation** | **Requested** | **Total** |
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| **Total for Other Charges:** |  |  |

\*Add more rows if necessary

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

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### Equipment

| **Line item** | **Calculation** | **Requested** | **Total** |
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| **Total for Equipment:** |  |  |

\*Add more rows if necessary

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

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### Indirect Costs

| **Line item** | **Calculation** | **Requested** | **Total** |
| --- | --- | --- | --- |
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| **Total for Indirect Costs:** |  |  |

\*Add more rows if necessary

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

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| Total amount requested: $ |

# 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: Program and Staff Needs Assessment.

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 3Exceeds Criteria** | **Level 2Meets Criteria** | **Level 1Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Extent of Need and Evidence of Impact** | The applicant has provided a comprehensive and well-supported description of the challenges to be addressed and how this grant will support and strengthen the EHS-CCP program.The Extent of Need discusses the results of the program and staff needs assessment and demonstrates how needs inform goals and outcomes. The applicant has demonstrated robust evidence of experience and success implementing proposed programming. The applicant discussed past and present efforts to address the need, including critical evaluation of the effectiveness of those efforts. The applicant provided evidence from multiple data sources and relevant baseline data to support the need for EHS-CCP grant programs. | The applicant has provided a description of the challenges to be addressed and how this grant will strengthen the EHS-CCP program. The Extent of Need discusses the program and staff needs assessment and demonstrates how needs inform goals and outcomes. The applicant has demonstrated some experience implementing proposed programming. The applicant discussed 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 the grant will strengthen the EHS-CCP program. The Extent of Need does not discuss the program and staff needs assessment or demonstrates how needs inform goals and outcomes. The applicant has not demonstrated experience implementing the proposed programming. The applicant has not discussed past and present efforts to address the need.  |
| **Goals, Measurable Outcomes, and Milestones** | The applicant has provided clear and measurable goals and outcomes that align with the Extent of Need and demonstrates alignment with the early childhood systems 5-year strategic plan. Each goal statement has a measurable outcome and milestones to be accomplished. The applicant has identified if a program is not at Maryland EXCELS level 5 and provided at least one goal to address plans to move up a level in Maryland EXCELS. The applicant has established detailed, ambitious, and measurable milestones to track progress throughout the year and has included a plan for regular monitoring and evaluation of progress toward the goals and outcomes. The goals, outcomes, and milestones are well-aligned with the needs and demonstrate a clear and strategic approach to addressing the identified needs.  | The applicant has provided goals and outcomes that align with the Extent of Need and demonstrates alignment with the early childhood systems 5-year strategic plan.Each goal statement has identified objectives and outcomes to be accomplished. The applicant has identified if a program is not at Maryland EXCELS level 5 and provided at least one goal to address plans to move up a level in Maryland EXCELS. The applicant has established some milestones to track progress throughout the year and has included a plan for monitoring. The goals, outcomes and milestones are aligned with the needs and demonstrate an approach to addressing the identified problem.  | The applicant has not provided clear and measurable goals and outcomes that align with the Extent of Need and demonstrates alignment with the early childhood systems 5-year strategic plan. The applicant has not identified the program’s Maryland EXCELS level or a plan to move up a level. The goals, outcomes, and milestones are not aligned with the needs or demonstrate an approach to addressing identified problems.  |
| **Plan of Operation, Key Personnel, and Project Timeline** | The applicant has provided a comprehensive and well-supported plan of operation that clearly lists all major actions necessary to implement the proposed project to strengthen, sustain, and improve the Early Head Start – Child Care Partnership program. The strategies and activities are closely aligned with the program’s goals, outcomes, milestones and are chosen based on their potential benefit towards program and staff needs. The target population is clearly identified and the program’s potential impact. The applicant has provided a list of all staff or personnel and assigned responsibilities for the successful implementation and monitoring of the grant requirements. Each activity is assigned to a specific team member. The project timeline clearly identifies the key activities and timeframe for accomplishing each action.  | The applicant has provided a plan of operation that lists major actions necessary to implement the proposed project. Strategies and activities are provided. The target population is identified and the program’s potential impact. The applicant has provided a list of staff or personnel responsible for the implementation of the grant requirements. Each activity is assigned to a team member. A project timeline is provided.  | The applicant has not provided a clear or comprehensive plan of operation that lists the major actions necessary to implement the proposed project. The strategies and activities are not closely aligned with the program’s goals, outcomes, or milestones, or are chosen based on their potential benefit towards program and staff needs. The target population is not clearly identified, or the program’s potential impact is not well-articulated. The applicant has not provided a list of all staff or personnel and assigned responsibilities. Each activity is not assigned to a specific team member. The project timeline is not provided.  |
| **Evaluation and Dissemination** | The applicant has provided a detailed and well-planned evaluation and dissemination plan that includes annual evaluation reports and quarterly progress reports that are consistent with the project’s goals and outcomes.The evaluation plan is 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 clear and effective ongoing plan to evaluate milestones on a quarterly basis, which will assist program leadership in making informed decisions to support continuous improvement. The dissemination plan 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 a plan for annual evaluation reports and quarterly progress reports that are consistent with the project’s goals and outcomes. The evaluation plan is designed to assess the project as a whole and is seen as an important part of the project’s planning, design, and implementation. The applicant has provided some plan for evaluating milestones on a quarterly basis, which will assist program leadership in making informed decisions to support continuous improvement. The dissemination plan 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 a clear or well-developed evaluation and dissemination plan for the project.The evaluation plan is not designed to assess the project as a whole or is not seen as an integral part of the project’s planning, design, and implementation.The applicant has not provided a clear plan for evaluating milestones on a quarterly basis or has not explained how this plan will assist program leadership in making informed decisions to support continuous improvement. The dissemination plan is not well-developed or does not include strategies for sharing the program’s successes, challenges, and lessons learned with stakeholders both within and outside of the organization.  |
| **Budget and Budget Narrative**  | All requirements listed under meets criteria are met. In addition, the budget includes sufficient resources for the successful execution of the proposed program.  | The budget reflects all program activities and justification is provided for all expenses. The costs are reasonable and allowable. All line items contain the calculations used to derive the expected cost. There are no mathematical errors.  | The budget does not reflect all program activities and justification for all expenses. There may be missing calculations and/or mathematical errors.  |