

**Ulysses Currie Head Start  
State Supplemental Funding Grant  
Fiscal Year 2024**

**APPLICATION FOR PARTICIPATION**

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

Deadline  
August 22, 2023  
No later than 5:00 p.m. EDT

**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 State Superintendent

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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 submitted in a PDF format as a single document with the appropriate original signatures. The PDF document must be submitted via email to [vanessa.jones1@maryland.gov](mailto:vanessa.jones1@maryland.gov) no later than 5 p.m. EST on August 22, 2023.

# Proposal Cover Page

Program Name:

Address:

City, State, Zip Code:

Primary Contact: Title:

Phone Number: Email:

Grant/Fiscal Administrator Name:

Phone Number: Email:

Jurisdiction in which services will be provided:

Number of sites supported by this funding:

Does each site participate in Maryland EXCELS?

Number of Child Slots Supported by this funding:

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

$

Briefly describe how this funding will be used (not to exceed 100 words):

|  |
| --- |
|  |

Head of Agency Printed Name Title

Head of Agency Signature Date

# Project Narrative

## PROJECT ABSTRACT (1 Page)

In the Project Abstract, introduce the Head Start and/or Early Head Start program to the reader. Summarize how previous grant awards have impacted school readiness outcomes. The information contained here should help to justify plans for the use of funds during this grant year. Refer to the Grant Information Guide for additional guidance.

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## EXTENT OF NEED

Identify the scope of needs in the existing program and how the use of these funds will address those needs. Include relevant data that adds context to the stated needs, describe the populations which are in need of greater services, and address what outcomes may be expected. Refer to the Grant Information Guide for further guidance.

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## EVIDENCE OF IMPACT

Provide an in-depth discussion of the program’s history of implementing evidence- and/or research-based practices and achieving designated outcomes and goals based upon them. Pertinent data should be discussed to establish a firm connection between these practices and goals. Refer to the Grant Information Guide for further guidance.

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## Program Information and Projected enrollment

Provide program information and projected enrollment using the chart below. Refer to the Grant Information Guide for further guidance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Name and Address** | **License Number** | **Maryland EXCELS Rating** | **Extended Day Number of Hours** | **Summer Program Number of Weeks** | **Projected Number of Children** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*\*Add rows as necessary*

## GOALS, MEASURABLE OUTCOMES AND MILESTONES

Applicants must articulate clear goals and outcomes that will drive achievement for each goal. Goals and outcomes should be specific, ambitious, and measurable. Explain how success will be determined, including what methods will be used to evaluate progress towards success. Stated goals and outcomes are expected to build on identified needs and address solutions to them. If the Early Head Start or Head Start program is not currently at Maryland EXCELS level 5, at least one goal must be geared towards plans to move up at least one level in Maryland EXCELS. Refer to the grant information guide for additional guidance in completing the section.

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

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

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

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| --- |
| **Goal 4:** |
| **Outcome:** |
| **Milestone:** |

|  |
| --- |
| **Goal 5:** |
| **Outcome:** |
| **Milestone:** |

## Plan of Operation, Key Personnel, and Timeline

This section includes the strategies, activities, and timeline that will be implemented to achieve the proposed goals, outcomes, and milestones. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide resume(s) as an appendix. Refer to the Grant Information Guide for further guidance.

### Plan of Operation

The Plan of Operation includes how sites will be selected for extended hours and/or extended summer programming, how children/families will be selected for extended hours and/or summer programming, and how the summer programming will reinforce and complement the regular program year.

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### Key Personnel

Provide a list of the staff or personnel responsible for the successful implementation and monitoring of the grant requirements. The following management plan chart must be completed as part of the proposal.

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

Use the table below to address the key components of the program.

| **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 rows as necessary*

## Evaluation and Dissemination

Applicants must state the expected outcomes associated with this grant program by including baseline and target data using the measurable outcomes listed within this application.

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Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project’s goals and outcomes. Refer to the Grant Information Guide for further guidance.

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| --- | --- |
| **Evaluation Measure** | **Goal** |
| Number of children served |  |
| Number of families receiving full-day services |  |
| Increased…… |  |
|  |  |

Describe in detail the methods by which data for evaluation will be gathered and used.

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Describe in detail what success will look like and the criteria that will be used to determine and measure success.

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Describe in detail plans to share pertinent data and findings with the community and key stakeholders.

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Note: Applicants must provide evidence of Maryland EXCELS rating level as an appendix.

Identify the data that was used to develop the program projections.

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## BUDGET AND BUDGET NARRATIVE

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. Reviewers should be able to see a clear connection between the project activities and the budget line items. Note: When completing this section, refer to Use of Funds in the Grant Information Guide.

1. What is the Indirect Cost rate?
2. Provide an itemized budget narrative 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.
3. Please use the formula functions in the “Table Tools Layout” to calculate your costs. To get your final amount, in the last cell of the “Total” column, use this formula: **=SUM(ABOVE).**

| **Item/Description** | **Calculation** | **Cost** | **Subtotal** |
| --- | --- | --- | --- |
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|  |  |  |  |
|  |  |  |  |
| **Total** | | | **$0** |

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

# 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](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: Current federal Early Head Start or Head Start compliance status as a grantee or delegate.

Appendix C: [A signed (C-125 MSDE budget form)](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)

Appendix D: Evidence of participation in Maryland EXCELS program.

# Scoring Rubric

| **Areas** | **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Project Abstract** | The Project Abstract succinctly summarizes the overarching program activities being proposed. The reader has a clear understanding of the most important content of the application.  The abstract is concise and focused, does not assume prior knowledge, and covers all core aspects of the project including discussion of past experiences and reasonable justification for proposed plans. | The Project Abstract provides an adequate summary of the proposed activities. The reader has a basic understanding of the content in the application.  The abstract adequately introduces the project to the reader, is generally concise and focused, provides some context for those unfamiliar with the project, and covers most of the core aspects of the project. | The Project Abstract does not provide a sufficient summary of the proposed activities. It is unclear what is in the application.  The abstract does not effectively introduce the project to the reader, lacks concision and focus, assumes too much prior knowledge, and/or does not cover the core aspects of the project. |
| **Extent of Need** | The Extent of Need section clearly establishes existing needs exist. The unique needs of specific populations are discussed in depth, aligned with evidence- or research-based strategies, and beneficial outcomes discussed.  The section includes both quantitative and qualitative data. Data sources are described, and collections methods are logical and rational. | The Extent of Need for the project adequately defines current needs within the program. The unique needs of specific populations are addressed, and some beneficial outcomes are mentioned.  The section references relevant data. | The Extent of Need for the project section does not adequately define existing needs, address the unique needs of specific populations, or possible beneficial outcomes.  Data is not appropriately used or no data is provided. |

| **Areas** | **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Evidence of Impact** | The applicant includes effective practices leading to desired outcomes and demonstrates a history of utilizing evidence- and/or research-based practices effectively and adapting as necessary for programs to progress. Supporting data is utilized as a tool for continuous assessment of impact. | The applicant includes practices leading to desired outcomes and/or demonstrates knowledge of utilizing evidence- and/or research-based practices Supporting data is included as applicable. | The applicant does not adequately demonstrate that they have a history of engaging in programming that leads to attainment of desired outcomes nor in utilizing evidence- or research-based practices. No data is included. |
| **Program Information and Projected Enrollment** | The applicant provides a full list of sites to be funded under this grant, Maryland EXCELS ratings and documentation to support Maryland EXCELS participation.  Information on whether sites will be expanding day or year programming is provided.  The projected number of children served is provided.  There is no criteria for exceeds for this category. | A full list of sites to be funded under this grant is provided along with its EXCELS rating.  Information on whether sites will be expanding day or year programs is provided.  The projected number of children served is provided. | A full list of sites to be funded under this grant is not provided and/or their EXCELS ratings are not listed.  There is no clear indication of whether sites will be expanding year or day coverage.  The projected number of children served is not provided. |
| **Goals, Measurable Outcomes, and Milestones** | The application articulates multiple ambitious, measurable goals outcomes, and milestones. Outcome statements align with stated needs and are clearly tied to benefiting target populations. Milestones demonstrate a clear effort toward continuous improvement. | The application lists goals, outcomes, and milestones and includes measures of progress towards meeting the goal. Outcome statements align to stated needs.  There is a clear goal for achieving the next level of Maryland EXCELS for programs not currently at Level 5. | The application includes an incomplete identification of goals, outcomes, and milestones. Stated goals, outcomes, and milestones are vague or not measurable.  There is no goal for achieving the next level of Maryland EXCELS for programs not currently at Level 5. |
| **Plan of Operation, Key Personnel, and Project Timeline** | The Plan of Operations clearly addresses the issues identified in the Extent of Need with detailed strategies for ensuring equitable access to programs. Activities detailed flow naturally from stated goals, outcomes, are a fluid extension of existing programs, and all activities align with objectives detailed within the application.  Application includes existing highly qualified key personnel, detailing individual responsibilities to account for the full scope of proposed grant activities.  The proposed timeline falls within the grant period. It is achievable and ambitious. | The Plan of Operations addresses the issues identified in the Extent of Need. Stated goals, outcomes, and activities align with objectives detailed within the application.  All key personnel information is provided and responsibilities generally algin with proposed grant activities.  The proposed timeline is achievable and falls within the grant period. | The Plan of Operations does not sufficiently address the Extent of Need. At least some of the stated goals, outcomes, and activities detailed within the application are unaccounted for in the narrative.  Key personnel information is missing, and responsibilities do not align well with proposed grant activities.  The proposed timeline is not achievable and/or does not fall within the grant period. |

| **Areas** | **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Evaluation and Dissemination** | The application clearly and significantly identifies measurable program improvements, the data that will be reviewed, and includes a plan to collect, evaluate, and regularly report on outcomes.  There is a specific and detailed plan that explains how findings and significant information will be communicated successfully to pertinent stakeholders and the public. | The application adequately identifies measurable program improvements and how data will be reviewed.  There is a plan to communicate findings and other significant information to stakeholders and the public. | The application does not identify measurable program improvements. There is a limited plan to report on outcomes.  There is not an adequate plan to communicate findings or other significant information. |
| **Budget Narrative and Worksheet** | The application includes a complete budget narrative indicating all costs associated with program implementation grouped by budget categories. Cost calculations are clearly identifiable and accurate, there is evidence that costs are aligned with reasonable market value.  No mathematical errors. | The application includes an adequate budget narrative that groups budget categories and shows how the cost of each item was calculated.  No mathematical errors. | The application lacks an adequate budget narrative or lacks detail and is not itemized.  The budget contains mathematical errors. |