

**APPLICATION FOR PARTICIPATION**

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

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

Fiscal Year 2024 Operating Grant to   
Yleana Leadership Foundation

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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

**Sylvia Lawson, Ph.D.**Deputy Superintendent for Organizational Effectiveness

**Justin Dayhoff**Assistant State Superintendent, Division of Financial Planning, Operations and Strategy

**Wes Moore**Governor

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Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

[Instructions 3](#_Toc140002684)

[Proposal Cover Page 4](#_Toc140002685)

[Project Narrative 5](#_Toc140002686)

[General Education Provisions Act (GEPA) 12](#_Toc140002687)

[Appendices 13](#_Toc140002688)

# 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 emailed to Ruth McLean-Foster, ruth.mclean-foster2@maryland.gov.
5. The Operating Grant to Yleana Leadership Foundation application is due August 31, 2023, by 5:00 p.m.

# Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Financial Contact Name:

Financial Contact email:

Grants Contact Name:

Grants Contact email:

Federal Employer ID number:

Unique Entity Identifier (UEI) and Expiration Date:

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

Estimated Annual Cost of Program/Project and Type of Funds

Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Signature of Director Date

# Project Narrative

## PROJECT ABSTRACT (250 WORDS)

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.

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## EXTENT OF NEED - (30 POINTS)

Describe the conditions or needs to be addressed through the Fiscal Year 2024 Operating Grant to Yleana Leadership Foundation. Describe how the Operating Grant funds will address the problem and show how those efforts are effective.

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## GOALS, MEASURABLE OUTCOMES AND MILESTONES - (20 POINTS)

State the overall goal(s) of the Fiscal Year 2024 Operating Grant to Yleana Leadership Foundation. The goal(s) should address the main problem identified in the needs assessment. For each goal statement, identify objectives or anticipated outcomes to be accomplished.

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

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

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

## Plan of Operation, Key Personnel and Timeline - (20 Points)

The Plan of Operation includes the strategies, activities, and timeline that will be implemented to achieve your goals, outcomes, and milestones. Use the table below to address the key components of the program implementation or expansion.

| **Timelines** | **Strategy/Activities** | **Person Responsible  Partner Organization** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

*Add more rows, if necessary*

Describe the overall plan and key strategies being implemented to reach the goal.

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| --- |
| Enter text here. |

### Key Personnel

Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

| **Name** | **Title** | **Role and Responsibility** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
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*Add more rows, if necessary*

## Evidence of impact - (10 Points)

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact.

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## Evaluation and dissemination - (10 Points)

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project’s goal and objective(s). Describe how the program will be evaluated and results will be communicated to major stakeholders and individuals interested in the project.

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## BUDGET AND BUDGET NARRATIVE - (10 POINTS)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An [MSDE Grant Budget C-1-25](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) form must also be completed, signed, and submitted as an appendix.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for salaries & wages: |  |  |  |

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

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| --- |
| Type response here. |

**2. Contracted Services**

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

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

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| Type response here. |

**3. Supplies & materials**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total supplies & materials: |  |  |  |

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

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| Type response here. |

**4. Other charges**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for other charges: |  |  |  |

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

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| Type response here. |

**5. Equipment**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for equipment: |  |  |  |

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

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| Type response here. |

**6. Transfers (indirect costs)**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for transfers: |  |  |  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Type response here. |

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| Total amount requested: |

# General Education Provisions Act (GEPA)

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the [GEPA](https://oese.ed.gov/gepa/) (gender, race, national origin, color, disability, and age).

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# 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: Taxpayer Identification Number and Certification ([W-9 Form](https://www.irs.gov/pub/irs-pdf/fw9.pdf)).

Appendix C: [A signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx)