



APPLICATION FOR PARTICIPATION

2023 Equipment Assistance Grants for National School Lunch Program Operators

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

Deadline
February 12, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Table of Contents

Instructions.....	3
Proposal Cover Page	4
Project Narrative.....	5
Appendices.....	10

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 signed and completed application should be saved as a single pdf document and emailed as an attachment to sara.brandt@maryland.gov with the subject “2023 Equipment Assistance Grant Submission”.

Proposal Cover Page

Local Educational Agency (LEA) Name:

Name of Contact Person:

Agency Address:

Contact Person Phone:

Contact Person Email:

Amount of the request for grant period (October 1, 2023 – September 30, 2025):

\$

(Should agree with Proposed Budget)

Signature of Contact Person

Date

Printed Name of Contact Person

Title

Signature of Superintendent of Schools

Date

Printed Name of Superintendent

LEA Name

Project Narrative

PROJECT ABSTRACT (100 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.

EXTENT OF NEED

Use the following table to briefly describe the following:

- Facility that would receive the requested equipment
- Equipment requested
- Cost of equipment requested
- Key focus areas impacted by the requested equipment
- Child Nutrition (CN) Program(s) that would use this equipment
- Total enrollment served by the proposed equipment
- Percentage of students receiving free and reduced-price meals at the facility that would receive the requested equipment
- Justification for funding
- Goal(s) of the purchase of the requested equipment
- Measurable outcome(s) that the purchase of the requested equipment would have
- Evidence of impact that the equipment purchase would have on the student population and/or CN Program operations

Refer to the attachments to the Grant Information Guide (GIG) for a list of approved equipment and, if needed, Equipment and Other Capital Expenditures Approval Request form.

DOCUMENTING EXTENT OF NEED, GOALS, MEASURABLE OUTCOMES, MILESTONES, AND EVIDENCE OF IMPACT

FACILITY NAME	Facility Type <i>Select all that apply</i>	Equipment Requested	Cost of Equipment, Installation, etc.	Key Focus Areas <i>Select all that apply</i>	CN Program(s) Using Equipment <i>Select all that apply</i>	Total Enrollment Served by Proposed Equipment	Free and Reduced-Price Percentage*
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>							
<i>Goal(s)</i>	1.						
<i>Measurable Outcome(s)</i>	1.						
<i>Evidence of Impact</i>	•						
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>	1.						
<i>Goal(s)</i>	2.						
<i>Measurable Outcome(s)</i>	1.						
<i>Evidence of Impact</i>	•						
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>	1.						
<i>Goal(s)</i>	2.						
<i>Measurable Outcome(s)</i>	1.						
<i>Evidence of Impact</i>	•						
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>	1.						
<i>Goal(s)</i>	2.						
<i>Measurable Outcome(s)</i>	1.						
<i>Evidence of Impact</i>	•						
*Current free and reduced-price meal data is available at: www.eatsmartmaryland.org							

MANAGEMENT PLAN

Refer to the grant information guide, page 9, for additional guidance.

Management Plan Worksheet

Key Activities	Individual Responsible	Time Frame

EVALUATION AND DISSEMINATION

Grantees are required to submit annual evaluation reports (C-1-25-D) and quarterly progress reports (C-1-25-C) that are consistent with the project's goal and objective(s).

Quarterly progress reports will be due on:

- April 15, 2024
- July 15, 2024
- October 15, 2024
- January 15, 2025
- April 15, 2025
- July 15, 2025
- October 15, 2025

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in itemized form. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget. Reviewers should be able to see a clear connection between the budget line item(s) and the use of the item to improve the operation of the National School Lunch Program (NSLP).

When completing this section, refer to Use of Funds, page 6, and Budget and Budget Narrative, page 10, sections in the Grant Information Guide.

Budget Narrative

Itemized Budget

Equipment

Item Description	Quoted Price	Total
Total for equipment:		

Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix B).

2023 Equipment Assistance Grant Scoring Rubric

Extent of Impact (Priority Areas; 20 points)			
Plan Criteria	Level 3	Level 2	Level 1
Students who qualify for free/reduced meals (10 points)	Over 75% 8-10 points	50-75% 5-7 points	0-49% 0-4 points
Grantee in 2019, 2020 or 2021? (4 points)	No 4 points	Yes, the NSLP operator received a grant 2 points	Yes, one or more of the schools listed received a grant 0 points
SBP participation (2 points)		Yes 2 points	No 0 points
Focus areas (4 points)	One point per focus area selected		

Project Narrative (70 Points)			
Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Goals and Measurable Outcomes (25 Points)	Identifies multiple, measurable goals, and outcomes. Includes a clear narrative to achieve these goals. Outcome statements are clear and tell how the project's target population would improve. 18-25	Partially lists goals and outcomes and does not include measures of progress towards the goal. Notes outcomes does not align to the problem/need. 9-17	Incomplete identification of goals and outcomes. Statements are vague and not measurable. 0-8
Plan of Operation, Key Personnel, and Project Timeline (25 Points)	Includes a detailed plan of operation and timeline that addresses each goal/item identified in the Grant Renewal Application. Activities occur within the grant period. 18-25	A broad plan of operation that addresses some items identified in the statement of need. 9-17	The plan of operation provided does not address the items identified in the statement of need. 0-8
Evidence of Impact (10 Points)	The application identifies multiple strategies that are evidence-based and will lead to the desired impact. 8-10	The application identifies how proposed strategies are evidence-based and will lead to the desired impact. 5-7	The application does not identify evidence of impact. 0-4
Evaluation (10 Points)	The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate, and report on outcomes. 8-10	The application somewhat identifies measurable program improvements and the data that will be reviewed. 5-7	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. 0-4

Budget (10 Points)			
Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Budget Narrative (10 Points)	The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct. 6-10	The application includes a broad budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail. 3-5	The application lacks a budget narrative or lacks detail and is not itemized. The budget contains errors. 0-2

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: [A signed recipient assurances page](#)

Appendix B: [A signed C-125 MSDE budget form](#)