

**APPLICATION FOR PARTICIPATION**

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

Deadline  
July 10, 2023  
No later than 5:00 p.m. EDT

Maryland Robotics Grant Program 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

**Wes Moore**Governor

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Joshua L. Michael, Ph.D.

Lori Morrow

Brigadier General Warner I. Sumpter (Ret.)

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. Ensure all text has 1.5 line spacing and Times New Roman font at size 12.
4. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
5. The completed Application should be saved as a pdf and sent to Scott Nichols at [charles.nichols@maryland.gov](mailto:charles.nichols@maryland.gov).

# Proposal Cover Page

Type of Applicant: Choose an item.

Type of Robotics Club: Choose an item.

LEA Name: Click or tap here to enter text.

School Name: Click or tap here to enter text. Non-Profit Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Amount of Request (not to exceed $20,000): Click or tap here to enter text.

Number of Participating Schools: Click or tap here to enter text.

Lead LEA/Non-Profit Point of Contact: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Participating School:

School Address:

School Phone:

Grade Level:

Robotics Club Membership in School Year 2022-2023:

Principal Name:

Principal Phone:

Principal Email:

\* *Copy the above information as applicable for any additional participating schools*

Signature of Head of Lead Agency

# Project Narrative

## PROJECT ABSTRACT (1 Page)

The project abstract introduces the project to the reader. It 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 serviced, brief description of the goals, strategies to meet them, and the roles of the partner(s).

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## EXTENT OF NEED and Evidence of Impact

Describe the conditions or needs to be addressed through the Robotics Grant Program. Include a clearly defined problem supported by a needs assessment and supporting data. Please refer to the Grant Information Guide for additional information.

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## GOALS, MEASURABLE OUTCOMES AND MILESTONES

State the overall goals of the project. These goals should address the main obstacles identified at the beginning of the needs assessment. Please refer to the Grant Information Guide for additional information.

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

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

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

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

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

## Plan of Operation

Describe the strategies and activities that will be integrated into the robotics program to provide high-quality STEM education and engaging experiences for students. Strategies should be approaches or methods that will help achieve the program's learning outcomes and should be chosen based on their potential to benefit students. Please refer to the Grant Information Guide for additional information.

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## Evaluation and Dissemination Plan

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project’s goal and objective(s). Keep in mind that the final evaluation will consider the entire project, beginning to end. Please refer to the Grant Information Guide for additional information.

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## Management Plan and Key personnel

Using the Management Plan Worksheet, list in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet who is responsible for accomplishing each action. Include in the Attachments a one-page résumé for each person playing a key role in the project. Please refer to the Grant Information Guide for additional information.

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| **Name** | **Title/Role** | **Qualifications** |
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## BUDGET AND BUDGET NARRATIVE - (10 POINTS)

Complete the attached Robotics Budget Form (excel sheet). Instructions are provided in the first tab of the Budget Sheet. The Budget Form includes school and LEA costs for the Robotics Grant.

Provide a description of each budget category in the spaces below. For example, under Salaries and Wages, describe the number of staff attending training. If funds are used to hire substitute school nutrition staff, include amounts. Include FICA/Benefits if applicable. Please refer to the Grant Information Guide for additional information.

| **Line Item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| --- | --- | --- | --- | --- |
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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: [A signed C-1-25 MSDE budget form](https://marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)

Appendix C: Letters of commitment from all project partners and principals of participating schools. These should be addressed to the superintendent or head of grantee agency acting as the head of agency. Letters should not be addressed to MSDE.

Appendix D: Resumes of key personnel.

Appendix E: LEA documentation or URL to policies related to safety and privacy, including those related to non-system employees.