



GRANT INFORMATION GUIDE

Maryland Robotics Grant Program 2024

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 STATE DEPARTMENT OF EDUCATION

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Program Description

The Robotics Grant Program is an annual grant program that is administered by the Maryland State Department of Education (MSDE) to provide funding to Local Education Agencies (LEAs), schools, and nonprofit organizations associated with public schools. The program aims to support the development and expansion of robotics programs across the state and to provide students with the opportunity to engage in high-quality STEM education practices that prepare them for success in the 21st Century workforce. The grant is open to Local Education Agencies (LEAs) and non-profit organizations who are working with Maryland public K-12 schools.

The purpose of this grant is to provide opportunities for students to engage in robotics education programs that will help them develop critical thinking, problem-solving, and collaboration skills. This is achieved by introducing them to Career and Technical Education (CTE) programming at their local high school. The Robotics Grant Program is designed to ensure that all students in Maryland have access to robotics education programs that are aligned with the Maryland K-12 Computer Science Standards and/or the Standards for Technological and Engineering Literacy. These programs can be implemented within the school day or as extracurricular activities and may include the development of new programs or the expansion of existing programs.

Funds may be used for a variety of purposes, including the purchase of robotics kits and equipment, the hiring of qualified instructors, and the development of curriculum and instructional materials. Applicants are encouraged to be innovative in their proposals, consider the unique needs and interests of their students, and provide multiple opportunities to engage with CTE programming.

Authorization

[House Bill 115 \(2016\), Chapter 0682](#) – Robotics Grant Program

GRANT OVERVIEW

Name of Grant Program

Maryland Robotics Grant Program 2023

Purpose

The Robotics Grant Program provides funding to Local Education Agencies (LEAs), schools, and nonprofit organizations associated with public schools. The program aims to support the development and expansion of robotics programs across the state, and to provide students with the opportunity to engage in high-quality STEM education that prepares them for success in the 21st Century workforce.

Dissemination

This Grant Information Guide (GIG) is scheduled to be released on May 25, 2023

Deadline

Proposals are due no later than 5 p.m. on July 10, 2023.

Grant Period

July 1, 2023 - June 30, 2024

Funding Amount Available

There is \$350,000 in available funding.

Estimated Number of Grants

Thirty-five (35), grant awards range between \$5,000 and \$20,000.

The number of grant awards will be based on the number of submissions and the availability of funds. MSDE may consider prior applicant performance and geographic distribution when making awards.

Submission Instructions

The Maryland Robotics Grant Program 2023 Application can be downloaded from the MSDE grants page. A signed electronic copy in PDF format must be submitted by email to occgrants.msde@maryland.gov by 5:00 pm on Thursday, July 10, 2023.

State Responsibilities

MSDE will review all grant applications for eligibility and select the recipient programs based on the review criteria outlined in the Grant Information Guide. In addition to meeting the eligibility requirements and demonstrating a commitment to increasing access to high-quality robotics education, proposals will be evaluated based on the potential impact of the program, the feasibility of the proposed activities, the geographic location of the proposed program, and the capacity of the applicant to successfully implement the program.

Once the grants are awarded, MSDE will provide ongoing support and guidance to the grant recipients, including technical assistance, performance monitoring, and reporting requirements. MSDE will monitor grantee progress through quarterly project updates, financial reports, and an on-site or virtual monitoring visit for each Robotics Grant Program.

Program Contact

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Eligibility

This funding opportunity is open to any Maryland public school, or nonprofit organization partnering with a public school, to support the development and expansion of robotics programming. Nonprofit organizations supporting a robotics program must validate that the majority (51% or more) of members are public school students.

Use of Funds

Note to non-profit organizations: Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation (i.e., receipts, purchase orders, etc.). Please ensure that funding is available within your organization to cover any initial expenses.

Funds may be used to:

- Purchase high-level technology and equipment that support robotics programs. All equipment and programs requiring LEA Internet must follow the LEA User Policies.
- Purchase materials and supplies to support robotics programs, including virtual robotics platforms and/or applications.
- Provide faculty stipends or fees for participation in robotics events (as needed, based on LEA policy).
- Support transportation and hotel costs for students and advisors participating in robotics competitions.
- Support registration or membership fees for students enrolled in robotics related competitions and organizations (including in-person or virtual competitions).

Funds may not be used for:

- Construction of temporary or permanent structures.
- Membership to non-robotics organizations.
- Food or meals.
- Equipment for administrative purposes.
- Renting or maintaining building space.
- Costs of finger printing for LSS educators.
- Supplementing salaries and/or stipends during the regular workday.
- Supplanting or supplementing an employee's existing salary if job duties and/or role are related to the robotics team/club (i.e., Coordinator, Program Director).

Program Requirements

To be considered for funding, a Maryland robotics grant program must demonstrate a commitment to the following outcomes:

- The school or organization has developed effective strategies to inform and prepare students for entry into Career and Technical Education (CTE) programs of study at their LEA. This may include activities such as career exploration, mentorship programs, and industry partnerships.
- The school or organization has clear intentions to use the robotics program to build a K-12 Science, Technology, Engineering, and Mathematics (STEM) pipeline. This means that the program should be designed to engage students and encourage them to continue their STEM education to and through high school.
- Students will have access to essential technologies and materials, including physical and/or virtual robotics platforms. The grant program should provide students with the necessary tools and resources to fully participate in the robotics program and achieve the program's well-articulated learning objectives.
- Student activities are aligned with the Maryland K-12 Computer Science Standards and/or the Standards for Technological and Engineering Literacy. The program should be designed to support and enhance the existing curriculum or instructional programs and should be consistent with the learning objectives of these standards.
- Logistics, such as meeting dates, times, and locations, is clearly articulated and supports the goals of the program. The program should be well-organized and clearly communicate the expectations for student participation and engagement.
- Compliance with LEA safety and privacy policies, including those for non-system employees, is documented. The program should be conducted in accordance with all relevant policies and regulations to ensure the safety and privacy of students and staff.
- Access for students with disabilities regarding location, technologies, and digital resources is readily available. The program should be designed to accommodate students with a range of disabilities and ensure that they have equal access to the program's learning opportunities.

Questions and Resources to Consider

The strongest grant applications will connect proposed activities to their long-term impact on CTE and STEM programs. Applicants should address the following questions in their application:

- How will the robotics program be intentionally used to increase enrollment in CTE pathways and STEM courses?
- What recruitment strategies will be implemented to target participation from traditionally underrepresented groups including female students and students of color?
- How will the proposed robotics program align with the Maryland K-12 Computer Science Standards and/or the Standards for Technological and Engineering Literacy?
- What strategies will be used to sustain the robotics program beyond the grant funding period?
- How will you involve parents, guardians, and the wider community in supporting the program and encouraging student participation?
- How will you measure the success of your program, both in terms of student engagement and achievement, as well as long-term impact on CTE and STEM enrollment?
- What kind of professional development or training opportunities will be provided for the instructors involved in the program?
- What practices will be integrated into the program to ensure that the program is accessible to all students?
- How will school resource personnel, including school counselors and administrators, be informed of the program, and leveraged for program support, recruitment, and retention?

Resources to consider when developing answers to these questions:

[Kindergarten Robotics: Using Robotics to Motivate Math, Science, and Engineering Literacy in Elementary School \(Center for Engineering Education Outreach\)](#)

[STEM in Afterschool System Building Toolkit \(Statewide Afterschool Networks\)](#)

[Code.org's Robotics Curriculum \(Code.org\)](#)

[Robotics Education and Competition \(REC\) Foundation \(REC Foundation\)](#)

[Teaching Robotics at the Primary School: An Innovative Approach \(Science Direct\)](#)

[Impact of Robotics and Geospatial Technology Interventions on Youth STEM Learning and Attitudes \(University of Nebraska\)](#)

[LEGO Robotics: STEM Sport of the Mind \(International Society for Technology in Education\)](#)

Application Requirements

COVER PAGE (1 PAGE)

The cover page encompasses all contact and grant partnership information, including eligibility as a public school or non-profit, and status of the robotics program as developing or existing.

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).

PROJECT NARRATIVE

The project narrative consists of the following sections. These sections will be scored by reviewers.

- Extent of Need and Evidence of Impact
- Goals, Measurable Outcomes and Milestones
- Plan of Operation
- Evaluation and Dissemination Plan
- Management Plan and Key Personnel

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. Document current or past efforts to address the problem and show how those efforts addressed the need. Also discuss the applicant's history or expertise in dealing with the problem by implementing programming or engaging in other related activities informed by evidence and/or research. The most competitive applications will show a strong connection to CTE and STEM programming, and intentionally develop an awareness and recruitment pipeline into these programs.

GOALS AND OUTCOMES

State the overall goals of the project. These goals should address the main obstacles identified at the beginning of the needs assessment. While there should be at least one goal, a stronger need is demonstrated through multiple goals. For each goal statement, identify objectives, and anticipated outcomes to be accomplished. It is imperative that objectives be established for every target population. For example, if the project seeks to increase student achievement by training teachers, there must be objectives for both students and teachers.

Since goals and objectives are not evaluated until the end of the year, milestones, or benchmarks, must be established to measure progress during the year. Milestones are evaluated, either quarterly or semiannually. The most competitive applications will include measurable goals showing how the robotics

program will intentionally develop an awareness of, and recruitment in to, aligned CTE and/or STEM programs. Below are some tips for writing goals:

- Tie your goals and objectives directly to your need statement.
- Include all relevant groups and individuals in your target population.
- Think about how you will measure the change projected in each objective. If there is no way to measure a goal, it is not measurable and should be rewritten.

Objectives: Objectives are the specific steps that need to be taken in order to achieve the goals. They should be specific, measurable, achievable, relevant, and time-bound (SMART). Each goal should have associated objectives, which together form the roadmap for achieving the goal. Objectives should be designed with the specific needs of the target population in mind.

Below are some tips for writing objectives:

- Specificity is key. Objectives should provide a clear description of what is to be done, by whom, and by when. They should be detailed enough that someone unfamiliar with the project could understand what is intended.
- Objectives should be measurable. There should be a way to assess whether each objective has been achieved. This could be quantitative (e.g., a certain number or percentage) or qualitative (e.g., a specific outcome or change in behavior).
- Make sure your objectives are achievable. While it's good to be ambitious, objectives should also be grounded in reality. Consider your resources, constraints, and the specific context of your project when setting objectives.
- Objectives should be relevant. Each objective should clearly relate to the overall goal and contribute to its achievement. Avoid including anything that is not directly aligned with the goal.

A well-written objective might look like this: "Develop a comprehensive extracurricular robotics program that aligns with the Maryland K-12 Computer Science Standards and/or the Standards for Technological and Engineering Literacy."

Measurable Outcomes: Measurable Outcomes are the anticipated outcomes to be accomplished for each year of the project and must be related to a goal. Outcomes break the long-term goal into steps or address the factors contributing to the problem addressed by the goal. It is imperative that outcomes be established for every target population the project is designed to affect. For instance, if the project seeks to increase student achievement by training teachers, there must be outcomes for both students and teachers.

Below are some tips for writing measurable outcomes:

- State your outcome in quantifiable terms.
- Outcomes should specify the result of an activity.
- Outcomes should identify the target audience or community being served.
- Objectives need to be realistic and capable of being accomplished within the grant period.

Milestones: Ongoing evaluation is essential to the management of a project. Since goals and outcomes are not evaluated until the end of the year, milestones must be established to measure progress during the year. Milestones should be evaluated during the year, either quarterly or semiannually.

Since milestones are intended to indicate progress towards an outcome, each milestone must be related to a stated outcome. Keep in mind that milestones are indicators of progress and may not use the same measurement tool as the objective to which they are related. A project may take months before there is an impact on clients, or the rate of improvement may level off over time. Milestones should anticipate this and be gauged accordingly. Be sure that milestones are ambitious, yet attainable.

Consider the following example:

| Goals | Objectives | Outcomes | Milestones |
|--|--|--|---|
| Expand extracurricular CTE and STEM activities to increase awareness and K-12 participation in robotics. | <ol style="list-style-type: none"> 1. Develop a comprehensive extracurricular robotics program that aligns with the Maryland K-12 Computer Science Standards and/or the Standards for Technological and Engineering Literacy. 2. Design a strategic recruitment program that particularly focuses on attracting female students and other underrepresented groups. 3. Implement a clear and logical recruitment model that provides students with an accessible path to joining the robotics program. | <ol style="list-style-type: none"> 1. By the end of the academic year, a 20% increase in overall student enrollment in CTE/STEM courses is achieved. 2. By the end of the academic year, 70% of students in the robotics program demonstrate increased awareness of CTE/STEM related fields and postsecondary options via survey responses. | <ol style="list-style-type: none"> 1. By the end of September, the extracurricular robotics program will be fully operational with dedicated staff. 2. By the end of the first semester, at least 50% of the students in the robotics program will be from traditionally underrepresented groups. |
| Equip students with critical thinking, problem-solving, and collaboration skills through robotics education. | <ol style="list-style-type: none"> 1. Develop and implement a curriculum that emphasizes the cultivation of critical thinking, problem-solving, and collaboration skills. 2. Incorporate diverse learning activities and projects that allow students to apply these skills in real-world contexts. | <ol style="list-style-type: none"> 1. By the end of the academic year, 80% of students in the robotics program will demonstrate improved critical thinking, problem-solving, and collaboration skills through project-based assessments. 2. By the end of the academic year, 75% of students will self-report improvements in these skills via survey responses. | <ol style="list-style-type: none"> 1. By the end of the first semester, the robotics curriculum will be fully developed and implemented. 2. By the end of each quarter, students will complete at least one major project that demonstrates their application of these skills. |
| Facilitate high-quality STEM education | 1. Ensure all instructors are qualified and come | 1. By the end of the academic year, | 1. By the start of the academic year, qualified |

| | | | |
|--|---|---|---|
| <p>through professional development for instructors.</p> | <p>with a strong background in robotics and STEM education.</p> <p>2. Provide professional development for instructors to continually enhance their teaching skills and stay up to date with the latest advancements in robotics education.</p> | <p>instructors will demonstrate increased proficiency in teaching robotics and STEM subjects as measured by student evaluations and classroom observations.</p> <p>2. By the end of the academic year, 85% of students will rate their instructors' teaching skills as "good" or "excellent" via end-of-year surveys.</p> | <p>instructors will be hired and in place.</p> <p>2. Every quarter, instructors will participate in at least one professional development activity.</p> |
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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. In this section, explain why the chosen strategies were selected and how they will help students develop critical thinking, problem-solving, and collaboration skills. Identify the target student population, including demographic information such as grade level or special needs, and explain how they will be affected by the program services.

In addition, provide data on the number of students who will be directly or indirectly serviced by the program. Explain how this data was derived, including any assumptions or projections made. Activities are specific steps that will be taken to accomplish the program objectives and provide direct service to students. These may include robotics competitions, coding workshops, and mentorship sessions. For each activity, explain how it will contribute to the program's overall learning outcomes and how it relates to the chosen strategies. List the activities that will be implemented and provide a detailed explanation of how they will be delivered. If the activities take place over a period of time, describe the timeline for each activity and how they will be sequenced to provide maximum benefit to students. Finally, relate each activity to a strategy and explain how it will contribute to achieving the program's overall goals for student learning and development.

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. It should not be viewed as what is done after the project’s completion, but as an integral element in the project’s planning, design, and implementation. An effective ongoing plan that evaluates milestones on a quarterly basis, assists program leadership in making informed decisions to support continuous improvement.

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. Assign an approximate date for each action. If the action is ongoing, indicate the range of dates over which it will be implemented. A well-considered management plan assigns responsibility for action to a management team member. 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.

Budget and Budget Narrative

The [itemized budget form \(C-1-25\)](#) can be accessed through the MSDE grants website, and a proposed budget must be submitted with the application. If difficulties are encountered in categorizing the budget, consult with the appropriate financial agent from your institution. After submission and before final approval, adjustments may be required based on approved spending amounts. At that time, a final budget form must be signed by both the district’s Budget Officer and the Superintendent or the Head of Agency/Non-profit.

The application form includes a space for applicants to provide the program’s budget and a budget narrative. 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 project activities and the budget line items.

| Line Item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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](#)

Appendix B: [A signed C-1-25 MSDE budget form](#)

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.

Maryland Robotics Grant Program Scoring Rubric

| Areas | Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|--|---|---|
| <p>Needs Assessment and Evidence of Impact</p> | <p>The applicant has provided a comprehensive and well-supported needs assessment that clearly identifies a skills or opportunity gaps related to robotics education and provides compelling data to support the need for the Robotics Grant Program.</p> <p>The needs assessment clearly explains how the gap(s) affects the applicant's community and provides evidence of the applicant's experience and expertise in dealing with the problem.</p> <p>The applicant has demonstrated an established record of addressing issues related to identified needs using evidence- and research-informed practices.</p> <p>The applicant has demonstrated a strong connection to CTE and STEM programming and has proposed strategies for intentionally developing an awareness and recruitment pipeline into these programs.</p> <p>The needs assessment includes a thorough</p> | <p>The applicant has provided a needs assessment that identifies a skill or opportunity gap related to robotics education and provides some supporting data.</p> <p>The needs assessment explains how the gap(s) affects the applicant's community and provides some evidence of the applicant's experience and expertise in dealing with the problem.</p> <p>The applicant has addressed issues related to identified needs using evidence- or research-informed practices.</p> <p>The applicant has demonstrated some connection to CTE and STEM programming and has proposed some strategies for developing an awareness and recruitment pipeline into these programs.</p> <p>The needs assessment includes a discussion of past and current efforts to address the problem.</p> | <p>The applicant has not provided a needs assessment that clearly identifies a skill or opportunity gap related to robotics education or provides supporting data.</p> <p>The needs assessment does not explain how the problem affects the applicant's community or provide evidence of the applicant's experience and expertise in dealing with the problem.</p> <p>The applicant has not demonstrated that they have implemented evidence- or research-informed practices related to stated needs.</p> <p>The applicant has not demonstrated a connection to CTE and STEM programming or proposed strategies for developing an awareness and recruitment pipeline into these programs.</p> <p>The needs assessment does not include a discussion of past and current efforts to address the problem.</p> |

| Areas | Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|--|--|--|
| | <p>discussion of past and current efforts to address the problem, including a critical evaluation of the effectiveness of those efforts.</p> | | |
| <p>Goals, Outcomes, and Milestones</p> | <p>The applicant has provided clear and measurable goals that address the main gap(s) identified in the needs assessment and demonstrates a strong connection to CTE and STEM programming.</p> <p>For each goal statement, the applicant has identified specific objectives and anticipated outcomes to be accomplished for every target population.</p> <p>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 objectives.</p> <p>The goals, objectives, and milestones are well-aligned with the needs assessment, and demonstrate a clear and strategic approach to</p> | <p>The applicant has provided goals that address the main gap(s) identified in the needs assessment and demonstrates some connection to CTE and STEM programming.</p> <p>For each goal statement, the applicant has identified some objectives and anticipated outcomes to be accomplished for every target population.</p> <p>The applicant has established some milestones to track progress throughout the year and has included some plan for monitoring and evaluation of progress toward the goals and objectives.</p> <p>The goals, objectives, and milestones are aligned with the needs assessment, and demonstrate some approach to addressing the identified problem.</p> | <p>The applicant has not provided clear and measurable goals that address the main gap(s) identified in the needs assessment or demonstrate a connection to CTE and STEM programming.</p> <p>For each goal statement, the applicant has not identified specific objectives or anticipated outcomes to be accomplished for every target population.</p> <p>The applicant has not established clear milestones to track progress throughout the year or has not included a plan for monitoring and evaluation of progress toward the goals and objectives.</p> <p>The goals, objectives, and milestones are not aligned with the needs assessment or demonstrate a clear approach to addressing the identified gap(s).</p> |

| Areas | Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|--------------------------|---|---|--|
| | addressing the identified gaps. | | |
| Plan of Operation | <p>The applicant has provided a comprehensive and well-supported plan of operation that clearly explains how the robotics program will provide high-quality STEM education and engaging experiences for students.</p> <p>The strategies and activities are closely aligned with the program's learning outcomes and are chosen based on their potential to benefit students and support their development of critical thinking, problem-solving, and collaboration skills.</p> <p>The target student population is clearly identified, including demographic information such as grade level or special needs, and the program's potential impact on these students is well-articulated.</p> <p>The applicant has provided detailed data on the number of students who will be directly or indirectly serviced by the program, including a clear explanation of how this data was derived and any</p> | <p>The applicant has provided a plan of operation that explains how the robotics program will provide high-quality STEM education and engaging experiences for students.</p> <p>The strategies and activities are aligned with the program's learning outcomes and have the potential to benefit students and support their development of critical thinking, problem-solving, and collaboration skills.</p> <p>The target student population is identified, including demographic information such as grade level or special needs, and the program's potential impact on these students is explained.</p> <p>The applicant has provided data on the number of students who will be directly or indirectly serviced by the program and has explained how this data was derived.</p> <p>The activities are specific and related to the chosen strategies, and the applicant has explained</p> | <p>The applicant has not provided a clear or comprehensive plan of operation for the robotics program.</p> <p>The strategies and activities are not closely aligned with the program's learning outcomes or do not have the potential to benefit students and support their development of critical thinking, problem-solving, and collaboration skills.</p> <p>The target student population is not clearly identified or the program's potential impact on these students is not well-articulated.</p> <p>The applicant has not provided data on the number of students who will be directly or indirectly serviced by the program or has not explained how this data was derived.</p> <p>The activities are not specific or well-planned, or the applicant has not explained how each activity will contribute to the program's overall</p> |

| Areas | Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
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| | <p>assumptions or projections made.</p> <p>The activities are specific, well-planned, and closely related to the chosen strategies, and the applicant has provided a clear explanation of how each activity will contribute to the program's overall learning outcomes and goals.</p> | <p>how each activity will contribute to the program's overall learning outcomes and goals.</p> | <p>learning outcomes and goals.</p> |
| <p>Evaluation and Dissemination Plan</p> | <p>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 objectives.</p> <p>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.</p> <p>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.</p> | <p>The applicant has provided a plan for annual evaluation reports and quarterly progress reports that are consistent with the project's goals and objectives.</p> <p>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.</p> <p>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.</p> <p>The dissemination plan includes some strategies for sharing the program's successes, challenges, and lessons learned with</p> | <p>The applicant has not provided a clear or well-developed evaluation and dissemination plan for the project.</p> <p>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.</p> <p>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.</p> <p>The dissemination plan is not well-developed or does not include strategies for sharing the program's successes,</p> |

| Areas | Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|---|--|---|
| | <p>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 of the organization.</p> | <p>stakeholders both within and outside of the organization.</p> | <p>challenges, and lessons learned with stakeholders both within and outside of the organization.</p> |
| <p>Management Plan and Key Personnel</p> | <p>The applicant has provided a well-developed and detailed management plan that lists all major management actions necessary to implement the project during the funding cycle.</p> <p>The management plan is in chronological order and includes approximate dates for each action or a range of dates if the action is ongoing.</p> <p>Each action is assigned to a specific management team member, and the worksheet clearly indicates who is responsible for accomplishing each action.</p> <p>The one-page résumés for each person playing a key role in the project are well-written, relevant, and demonstrate significant experience and expertise in their respective roles.</p> | <p>The applicant has provided a management plan that lists major management actions necessary to implement the project during the funding cycle.</p> <p>The management plan is in chronological order and includes approximate dates for each action or a range of dates if the action is ongoing.</p> <p>Each action is assigned to a management team member, and the worksheet indicates who is responsible for accomplishing each action.</p> <p>The one-page résumés for each person playing a key role in the project are provided and include relevant information about their experience and expertise.</p> | <p>The applicant has not provided a clear or well-developed management plan that lists major management actions necessary to implement the project during the funding cycle.</p> <p>The management plan is not in chronological order or does not include approximate dates for each action or a range of dates if the action is ongoing.</p> <p>Each action is not assigned to a specific management team member, or the worksheet does not indicate who is responsible for accomplishing each action.</p> <p>The résumés for each person playing a key role in the project are not provided or are incomplete or irrelevant to the project.</p> |

| Areas | Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|----------------------|--|---|---|
| <p>Budget</p> | <p>All requirements listed under meets criteria are met. In addition, the budget includes sufficient resources for successful execution of the proposed program.</p> | <p>The budget reflects all program activities per strategy and does not exceed the allowable aggregated grant amount. 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.</p> | <p>The budget does not reflect all program activities, and/or exceeds the allowable amount per strategy.</p> <p>There may be missing calculations and/or mathematical errors.</p> |

Reporting Requirements

Grantees must comply with the following reporting requirements:

| Date | Reporting Requirements for Each Year |
|--------------------|---|
| Ongoing | Fiscal and program monitoring with an on-site visit (date to be determined) |
| October 15, 2023 | Q1: Quarterly Project Updates |
| January 15, 2024 | Q2: Quarterly Project Updates |
| April 15, 2024 | Q3: Quarterly Project Updates |
| September 30, 2024 | Final Evaluation Report (Narrative and Fiscal) |

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#). Final invoices must be submitted no later than 60 days after the grant period ends.

Project Timeline

A project timeline tells the reader when key activities will take place during the grant period. Applicants should consider all the key tasks or activities that need to be conducted to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. It should contain three sections: management, implementation, and evaluation.

| Date | Reporting Requirements for Each Year |
|------------------------------|--|
| May 25, 2023 | The Grant Information Guide and the application for participating are released |
| June 1, 6, 12, 2023 | MSDE will hold a virtual customer service support sessions for interested applicants |
| July 10, 2023 | The grant application period closes |
| June 6, 2023 | MSDE begins reviewing applications for completeness and minimum requirements |
| July 24, 2023 | MSDE completes application review and notifies awardees. |
| July 1, 2023 – June 30, 2024 | The grant period |

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore,
Maryland 21201-2595

410-767-0123 - voice

410-767-0431 - fax

410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA)

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Customer Service Support Sessions

MSDE will hold three customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. The sessions will be on:

Thursday, June 1, 2023

10:00 a.m. – 11:00 a.m.

Tuesday, June 6, 2023

1:00 p.m. – 2:00 p.m.

Monday, June 12, 2023

10:00 a.m. – 11:00 a.m.

Google Meet joining info.

Video call link: meet.google.com/yfp-qrje-yxp

Or dial: (US) +1 651-571-0634 PIN: 196 977 201#

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Scott Nichols at charles.nichols@maryland.gov with questions related to the Maryland Robotics Grant Program.

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

Attachments

Maryland Robotics Grant Program 2023 Applications for Funding