GRANT INFORMATION GUIDE

Next Generation Scholars

Year 6 Continuation Grant

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Next Generation Scholars Program (NGS) is a college access program established by the Maryland General Assembly in 2016 that supports low-income students in high poverty school systems in access to postsecondary educational opportunities. NGS programs provide a cohort-based model of support, mentoring, and college guidance for first generation students. Cohorts are identified as early as 8th grade and receive support through high school graduation and into college. This continuation grant, the final of a six-year program, is intended to assist with the completion of the first two cohorts of NGS students.

NAME OF GRANT PROGRAM

Next Generation Scholars (NGS) Year 6 Continuation Grant

PURPOSE

NGS Year 6 Continuation Grant funds will be provided to nonprofit organizations to complete a program that provides guidance and services to cohort students who pre-qualify for the Guaranteed Access Grant in eligible school districts. Students are expected to successfully transition to college and continue to receive support in their first year of college.

AUTHORIZATION

HB 1403 Next Generation Scholars of Maryland

DISSEMINATION

This Grant Information Guide (GIG) was released on August 22, 2022.

DEADLINE

Proposals are due no later than 5 p.m. on September 30, 2022

GRANT PERIOD

September 1, 2022 – August 31, 2023

FUNDING AMOUNT AVAILABLE

$5,000,000

ESTIMATED NUMBER OF GRANTS

13

GRANT AMOUNT

Funding will be awarded based on available funding, number of students served, applicant's narrative, budget narrative, and alignment to program requirements.

SUBMISSION INSTRUCTIONS

Grant applications must be submitted by 5:00 p.m. September 30, 2022, via email to kathleen.maher-baker@maryland.gov

STATE RESPONSIBILITIES

MSDE will provide information and technical assistance to facilitate the grantee's implementation of the NGS program. MSDE will monitor grantee progress through quarterly meetings, project updates, financial reports, ad monitoring visits

PROGRAM CONTACTS

>Name: Kathleen Maher-Baker
>Phone number: 410-767-0336
>Email: kathleen.maher-baker@maryland.gov
>
>Name: Susan Spinnato
>Director of Instructional Programs
>Phone number: 410-767-0349
>Email: susan.spinnato@maryland.gov

Eligibility

Nonprofits must meet two requirements to be eligible for funding. First, only those which support grade 7-12 students in the following school systems are eligible:

Allegany County Public Schools
Baltimore City Public Schools
Caroline County Public Schools
Dorchester County Public Schools
Kent County Public Schools
Prince George's County Public Schools
Somerset County Public Schools
Wicomico County Public Schools

Second, applicants must currently be supporting at least one cohort of NGS students from a prior grant year to be considered. As required by the statute, priority will be given to applications from Maryland-based nonprofit organizations and those that include business and institutions of higher education partners.

Use of Funds

Funds may be used for:
- Salaries;
- Stipends;
- Materials and supplies;
- Travel; and
- Equipment.

Funds may not be used for:
- Supplanting of existing funds;
- Capitol improvements; or
- Costs incurred prior to the grant award.

Program Requirements

Proposals for funding must detail plans to assist eligible participating students develop the following:

- A high school graduation plan
- Summer work or internship opportunities
- Financial aid literacy assistance
- Career interest assessments
- Mentorship and one-on-one counseling
- Visits to college campuses and workplaces
- An intensive summer bridge program for students entering an institution of higher education directly from high school
- A plan to matriculate and graduate from an institution of higher education

Proposal for Funding

PROPOSAL COVER PAGE

The cover page will collect contact information for the applicant organization along with other basic details regarding the overall proposal and scope of the project.

PROJECT ABSTRACT

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

EXTENT OF NEED

Based on an evaluation of the current program implementation, clearly identify any problems and needs to be addressed in Year 6. Include cohort-specific needs for the final program year.

EVIDENCE OF IMPACT

Describe how the proposed plan and strategies are evidence-based and will lead to the desired impact. Please include a description of the organization's experience in terms of effective practices (research-based strategies) leading to desired outcomes.

GOALS, MEASURABLE OUTCOMES, & MILESTONES

Keeping in mind the progress made in Years 1 through 5 of NGS, applicants are expected to clearly identify a series of goals, outcomes, and milestones for Year 6. Goals should address the main problems and issues identified when assessing needs. Goals should be ambitious, but attainable.

Measurable Outcomes are the anticipated outcomes to be accomplished for each year of the project and must be directly related to a goal. Outcomes break the long-term goal into steps or address the factors contributing to the problem addressed by the goal.

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.

PLAN OF OPERATION

In the Plan of Operation, design the program and discuss the activities to be used to accomplish the objectives for each goal. Include the specific activities designed to accomplish the project objectives and involve direct service to students and parents. Examples include specific parent nights and mentoring sessions. They may take place on a single date (e.g., a field trip) or over a period of time (e.g., the use of an innovative career exploration tool). Identify who will be serviced and how many by each activity.

Actions outlined in the management plan, such as purchasing equipment or conducting steering committee meetings, are not activities for the purposes of the Plan of Operation. Do not address the elements of the management plan in this section.

EVALUATION

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goal and objective(s). An effective ongoing evaluation plan should evaluate milestones quarterly and allow for making informed decisions about needed changes to achieve project goals.

Performance Measures

Each grantee must evaluate the project and provide a detailed description of measures and instruments used to evaluate program implementation. For each project goal, provide at least one performance measure.

Example:

Goal: The program will provide an effective summer bridge program for students entering an institution of higher education.

Performance measure: 100% of program participants are prepared to enter their freshman year of post-secondary education. Data: Feedback from student evaluation survey, 1st semester grades

Data: The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques. Include information on how the following data will be used and collected:

- the number and percentage of students at each cohort;
- the number and percentage of students who have completed the FAFSFA;
- the number and percentage of students attending services;
- the number and percentage of students earning a 2.5 or better GPA;
- the number and percentage of students who have participated in rigorous college preparatory coursework (AP, IB, Honors level courses);

- the number and percentage of students earning CCR status by the end of grade 10; and
- the number and percentage of students who have been accepted to college.

MANAGEMENT PLAN AND KEY PERSONNEL

Submit a detailed and time-specific management plan with pre-assigned responsibilities. In this section, present a clear discussion of partners, respective roles in the project, the benefits each expects to receive, and the specific contributions each will make to the project (financial, equipment, personnel, or other resources).

List the staff or personnel involved in the project's implementation. What are their individual qualifications? Append résumés of key personnel. How much of the Project Director's time is devoted to this project? Are there sufficient staff hours devoted to the project to ensure proper implementation? What plans are in place to ensure the project will continue if there are problems with staff turnover?

Applicants will be asked to complete the following management plan chart as part of the proposal.

Management Plan Worksheet

Action	Title/Partner Organization Responsible	Dates

Add more rows if necessary

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.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying and refreshments. There is no page limit for the budget, so be as detailed as possible.

Clearly show the requested funds and in-kind contributions for each line item if applicable. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expenses were calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. See a sample budget below:

1. **Salaries & wages (list separately for each position)**

Line item	Calculation	Requested	In-Kind	Total
Project Manager, LEA staff member	$50/hr x 40 hrs per week x 52 weeks	$83,200	$20,800	$104,000
Total for salaries & wages:		$83,200	$20,800	$104,000

2. Contracted Services

Line item	Calculation	Requested	In-Kind	Total
4 LEA Distinguished Teachers to co-develop PD session 1	$1,500 stipends x 4 Distinguished Teachers	$6,000	0	$6,000
4 IHE Faculty members to co-develop PD session 1	$1,500 stipends x 4 faculty members	$6,000	0	$6,000
2 LEA Distinguished Teachers to co-facilitate PD session 1	$1,000 stipends x 2 Distinguished Teachers	$2,000	0	$2,000
20 LEA teacher participants to attend PD session 1	$125/session x 20 participants	$2,500	0	$2,500
20 teacher candidate stipends during 21st century practicum	$10,000 per full year practicum x 20 candidates	$150,000	$50,000	$200,000
Total for contracted services:		$166,500	$50,000	$216,500

APPENDIX

The following appendices must be included. Include other appendices as deemed necessary.

- Resumes of key personnel
- Evidence of status of a non-profit 501(c)(3) organization
- A signed C-1-25 MSDE budget form
- A signed recipient assurances page

The Review Process

The review of proposals will be a four-part process:

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections.

2. A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.

3. Final approval for awards will be determined by the review committee.

REVIEW COMMITTEE

The committee will be composed of representatives from MSDE and MHEC and will assign numerical scores to each proposal based on the criteria on the scoring rubric.

AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting requirements for each year
December 9, 2022, April 7, 2023, and June 16, 2023	Scheduled quarterly project updates are due.
Within 60 days of the end of the grant period and no later than October 30, 2023	Final program report, Annual financial report, and annual evaluation report must be submitted.

Notes:

Any requests for programmatic 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.

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), Section 427

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 in order to overcome barriers to equitable participation.

Customer Service Support Sessions

MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of NGS, the application and review process, and answer questions prospective applicants may have about the overarching process. A copy of the PowerPoint presentation will be posted on the grants page and the NGS page of marylandpublicschools.org

Questions

If you have questions about the application or the process, please contact the Program Monitor:

Name: Kathleen Maher-Baker
Email: Kathleen.maher-baker@maryland.gov
Phone: 410-767-0336

A list of frequently asked questions (FAQ) and answers will be posted to marylandpublicschools.org following customer service support sessions.

Grant Timeline

This funding opportunity, including all attachments and updates, are found at marylandpublicschools.org

Date	Program Milestone
August 22, 2022	The Grant Information Guide and the application for participating are released
September 7, 2022, 2 p.m. to 3 p.m.	The MSDE will hold a virtual customer service support session for interested applicants
September 30, 2022	The grant application period closes and the MSDE begins reviewing applications for completeness and minimum requirements
September 2, 2022	The MSDE will notify applicants of the award status

September 1, 2022 to August 31, 2022	Grant period

Appendix

The following Appendices must be included in the proposal for funding.

- Resumes of key personnel: A one-page resume for each person playing a key role in the project, only information relevant to the project should be included

- A signed C-1-25 MSDE budget form

- A signed recipient assurances page

- Evidence of nonprofit status Exemption Requirements - 501(c)(3) Organizations