



GRANT INFORMATION GUIDE

Operating Grant to Thread

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

Deadline
August 28, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

This grant is intended to support the operating costs of Thread, Inc., a non-profit organization serving underperforming students in Baltimore, Maryland. Thread commits to supporting 9th graders from the lowest performing five percent, for 10 years. By providing a core group of people mentoring and supporting youth, significant relationships are developed and there is a positive impact on student success. The Operating Grant to Thread, Inc. is specified under Supplemental Budget No. 2 Innovative Programs 133. R00A02.13 account for Fiscal Year 2024. The Maryland State Department of Education will coordinate programing and reporting under this program.

Authorization

[133. R00A02.13 – Fiscal Year 2024 Supplemental Budget No. 2](#)

GRANT OVERVIEW

Name of Grant Program

Operating Grant to Thread

Purpose

The Fiscal Year 2024 State Budget includes an operating grant to Thread, Inc. Thread is a non-profit organization serving underperforming students in Baltimore, Maryland. The Thread model of support harnesses the power of human connection, building durable networks of support between at-risk students and community-based volunteers, with the aim of improving educational, economic, and emotional outcomes for students. The Thread model of intervention and support for students has a proven record of success, with higher graduation rates, transition to postsecondary, and postsecondary completion rates.

Dissemination

This Grant Information Guide (GIG) was released on July 28, 2023.

Deadline

Proposals are due no later than 5:00 p.m. on August 28, 2023

Grant Period

July 1, 2023 - June 30, 2024

Funding Amount Available

There is \$1,000,000 in funding available.

Estimated Number of Grants

One (1)

Submission Instructions

The Fiscal Year 2024 Operating Grant to Thread, Inc. Grant Information Guide and Application can be downloaded from the [MSDE grant webpage](#). A signed electronic copy in PDF format must be submitted by email to ruth.mclean-foster2@maryland.gov.

State Responsibilities

The Maryland State Department of Education (MSDE) is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide additional assistance when requested.

Program Contact

Ruth McLean-Foster

Grants Manager

Office of Grants Administration and Compliance

410-767-0011

ruth.mclean-foster2@maryland.gov

Use of Funds

This is a one-time grant for Fiscal Year 2024. Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation (i.e., receipts, purchase orders, etc.).

Funds may be used to:

- Support operating expenses related to program delivery;
- Salaries and Fringe Benefits for program staff;
- Purchase materials and supplies to support student engagement in programming;
- Support transportation costs for students and advisors participating in programming;
- Provide services for student support related to participation in Thread; and
- Operating costs of the organization.

Funds may not be used for:

- Construction of temporary or permanent structures, or
- Food or meals.

Program Requirements

Thread selects at-promise high school freshmen in Baltimore who academically rank in the bottom 25 percent of their freshman class and face an abundance of challenges in and out of the classroom. Thread currently enrolls students at six Baltimore City high schools including Academy for College and Career Exploration (ACCE), Digital Harbor High School, Frederick Douglass High School, Mergenthaler Vocational-Technical High School (Mervo), Patterson High School, and Paul Laurence Dunbar High School.

The Fiscal Year 2024 Operating Grant to Thread is to support the on-going operation costs of Thread and ensure continued services to students in Baltimore. The application for funding must include information about the services to be supported by the funding, as well as the outcomes expected. The application includes identification of the Goals, Impact, and Measurable Success Criteria for the Thread program, as well as proposed budget and program assurances.

Application Requirements

COVER PAGE

Applications must include the Proposal Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do and how it will be accomplished). Do not exceed the 100-word limit. The Proposal Cover Page should be printed and signed by the Director of Thread.

PROJECT ABSTRACT (1 PAGE)

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.

PROJECT NARRATIVE

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

- Extent of Need (30 Points)
- Goals and Measurable Outcomes (20 Points)
- Plan of Operation, Key Personnel, and Project Timeline (20 Points)
- Evidence of Impact (10 Points)
- Evaluation (10 Points)

EXTENT OF NEED

Describe the conditions or needs to be addressed through the Fiscal Year 2024 Operating Grant to Thread. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the Operating Grant funds will address the problem and show how those efforts are effective.

GOALS AND MEASURABLE OUTCOMES

State the overall goals of the Fiscal Year 2024 Operating Grant to Thread. The goals should address the main problem identified in the needs assessment. The application must identify at least 2-3 goals. For each goal statement, identify objectives or anticipated outcomes to be accomplished, and milestones. For instance, if the project seeks to increase student achievement by training teachers, there must be measurable outcomes for both students and teachers.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Discuss the strategies and activities to be used to accomplish the outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served? In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

EVIDENCE OF IMPACT

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

EVALUATION AND DISSEMINATION

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project's goal and objective(s). Grantees must include a plan for how results will be disseminated. 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.

Budget and Budget Narrative

Thread Inc. must submit an itemized budget and budget narrative (10 Points) with their application. The itemized budget form (C-1-25) can be accessed through the [MSDE Grants webpage](#). The application form includes a space for applicants to provide the program’s budget, a budget narrative, and line-item cost justification. All costs described in the program narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget C-1-25.

For entities expending federal funds of \$750,000 or more in a single fiscal year, a copy of the most recent Single Audit Report is required with the grant application. A Request for Taxpayer Identification Number and Certification ([W-9 Form](#)) is completed for first time applicants and/or grantees.

1. Salaries and Wages (list each position separately)

Line item	Calculation	Requested	In-Kind	Total
Total for Salaries and Wages:				

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: Taxpayer Identification Number and Certification ([W-9 Form](#)).

Appendix C: [An Itemized Budget Form \(C-1-25\)](#)

Appendix D: A copy of the most recent Single Audit Report (only applicable to entities expending federal funds of \$750,000 or more in a single fiscal year.)

Review Process

The review of the Operating Grant to Thread application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

Operating Grant to Thread Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Extent of Need (30 points)	The extent of need is clearly described; the program need is evident and there are multiple problems listed, which identifies the target audience.	There is a clear description of the extent of need, and it identifies at least one problem, and it identifies the target audience.	The extent of need is not clearly identified.
Goals, Measurable Outcomes and Milestones (20 points)	Identifies multiple, measurable goals, and outcomes. Includes a clear narrative to achieve these goals. The outcome statements are clear and tell how the project's target population will improve. The goals and outcomes align with the extent of need. There is information on milestones.	Identifies a measurable goal and outcome. Includes a clear narrative to achieve this goal. The outcome statement is clear and tells how the project's target population will improve. The goal and outcome align with the extent of need.	Incomplete identification of goals and outcomes. Statements are vague and not measurable.
Plan of Operation, Key Personnel, and Timeline (20 points)	All requirements listed in the meets criteria are listed and the applicant provides additional information.	The plan of operation is clear and concise. There is a timeline for all key activities. Key personnel are selected that have relevant experience in the field. The names and titles of personnel are provided and the percentage of time they will dedicate to this program.	The plan of operation provided does not address the items identified in the statement of need.
Evidence of Impact (10 points)	The application identifies how proposed strategies are evidence-based and will lead to the desired impact, and lists success	The applicant describes how the proposed program goals are research-based. There is data on how students in	The application does not identify evidence of impact.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
	<p>data for their existing program. They also provide information on students who have graduated from their program.</p>	<p>the program have progressed in prior years, and a description of what the intended impact of the proposed activities will be on the target population.</p>	
<p>Evaluation and Dissemination (10 points)</p>	<p>All the requirements for meeting criteria are met and they also include information of how they disseminate results to all stakeholders, including parents.</p>	<p>The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate, and report on outcomes.</p>	<p>The application does not identify measurable program improvements. There is a limited plan to report on outcomes.</p>
<p>Budget and Budget Narrative (10 points)</p>	<p>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. For salary, the application lists the name of personnel, percent of FTE, annual salary, and amount charged to the MSDE grant. The budget does not exceed the Federal salary cap. Additional information is provided.</p>	<p>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. For salary, the application lists the name of personnel, percent of FTE, annual salary, and amount charged to the MSDE grant. The Federal salary cap is not exceeded.</p>	<p>The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors.</p>

AWARD NOTIFICATION

Notification of awards will be sent by email in August 2023. Processing of the official Notice of Grant Awards (NOGA) will begin on August 31, 2023. Please note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing	Fiscal and program monitoring
October 15, 2023	Q1: Quarterly Project Updates (Narrative and Fiscal)
January 15, 2024	Q2: Quarterly Project Updates
April 15, 2024	Q3: Quarterly Project Updates
August 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-1-25-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.

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the [MSDE Grants webpage](#).

Date	Program Milestone
July 28, 2023	MSDE disseminates the grant information and opens the application submission window
August 2, 2023	MSDE will hold an information session from 10am-11am to answer questions and provide customer service and support
August 28, 2023	The grant application period closes – the application and all attachments are due to MSDE
August 31, 2023	MSDE completes application review and notifies awardees
July 1, 2023 – June 30, 2024	Grant Period
August 31, 2024	Final Evaluation Report (Narrative and Fiscal)

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 Session

MSDE will provide one customer service support session to Thread regarding the completion of the application. During the session, MSDE personnel will provide an overview of the grant funding, the requirements, and the application process. The session will be held on:

Wednesday, August 16, 2023

10:00 a.m. – 11:00 a.m.

Google Meet joining info.

Select [video call link](#)

Or dial: +1 252-423-4073 PIN: 552 530 865#

More phone numbers can be found [here](#)

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Ruth McLean-Foster at ruth.mclean-foster2@maryland.gov with questions related to the Operating Grant to Thread.

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

Attachment

Operating Grant to Thread Application for Funding