

Arts Education in Maryland Schools Grant

**APPLICATION FOR PARTICIPATION**

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

Deadline  
July 14, 2023  
No later than 5:00 p.m. EDT

**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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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. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The completed application and all required attachments should be saved as a pdf and emailed to [susan.spinnato@maryland.gov](mailto:susan.spinnato@maryland.gov).
5. The Arts Education in Maryland Schools Grant Application is due by 5:00 p.m. on July 14, 2023.

# Proposal Cover Page

Name of Applicant:

Mailing Address:

Phone Number:

Email Address:

Federal Employer ID number:

Unique Entity Identifier (UEI) and Expiration Date:

Financial Contact Name:

Financial Contact email:

Grants Contact Name:

Grants Contact email:

Amount of the request for grant period (July 1, 2023 – June 30, 2024): $

Estimated Annual Cost of Program/Project and Type of Funds

Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Agency Head (Printed Name and Title) Title

Agency Head Signature Date

# Project Narrative

## EXTENT OF NEED - (15 POINTS)

Describe the conditions or needs to be addressed through the FY24 AEMS Grant. Describe how the grant funds will address the problem and show how those efforts are effective.

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## GOALS AND MEASURABLE OUTCOMES - (20 POINTS)

State the overall goal(s) of the FY24 AEMS Grant. The goal(s) should address the main problem identified in the needs assessment. For each goal statement, identify objectives or anticipated outcomes to be accomplished. **Goals for Maryland Centers for Creative Classrooms (MC3):**

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| **Goal 1:** |
| **Measurable Outcome:** |
| **Goal 2:** |
| **Measurable Outcome:** |

*Add more rows, if necessary*

## Plan of Operation, Key Personnel and project Timeline - (20 Points)

## 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?

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.

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Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

| **Name** | **Title** | **Roles and Responsibilities** |
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*Add more rows, if necessary*

## Evidence of Impact - (20 Points)

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.

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## Evaluation and Dissemination - (15 Points)

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project’s goal and objective(s). Describe how the program will be evaluated and results will be communicated to major stakeholders and individuals interested in the project.

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## BUDGET AND BUDGET NARRATIVE - (10 POINTS)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An [MSDE C-1-25 Budget Form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) must also be completed, signed, and submitted as an appendix. **Provide a budget for Maryland Centers for Creative Classrooms**.

**1. Salaries & Wages (list each position separately)**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  |  |  |  |  |
|  | Total for salaries & wages: |  |  |  |

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

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| Type response here. |

**2. Contracted Services**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for contracted services: |  |  |  |

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

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| Type response here. |

**3. Supplies & materials**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total supplies & materials: |  |  |  |

Using the space below, explain how the costs for supplies & materials above are necessary, reasonable, and cost-effective.

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| Type response here. |

**4. Other charges**

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| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for other charges: |  |  |  |

Using the space below, explain how the costs for other charges above are necessary, reasonable, and cost-effective.

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| Type response here. |

**5. Equipment**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for equipment: |  |  |  |

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

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| Type response here. |

**6. Transfers (indirect costs)**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
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|  | Total for transfers: |  |  |  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Type response here. |

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| Total amount requested: |

# General Education Provisions Act (GEPA), Section 427

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the GEPA (gender, race, national origin, color, disability, and age).

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# 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: Taxpayer identification number and certification ([W-9 form](https://www.irs.gov/pub/irs-pdf/fw9.pdf))

Appendix C: [MSDE C-1-25 Budget Form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx)